

Monson, Mahri

From: Minoli, Kevin
Sent: Wednesday, February 15, 2017 3:44 PM
To: Walker, Denise
Cc: Dolph, Becky
Subject: RE: PFOA FOIA Awareness Review: EPA-HQ-2016-005679 Robert Bilott

Thanks Denise-

(b)(5) attorney-client, (b)(5) deliberative
(b)(5) attorney-client, (b)(5) deliberative

Thanks, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

From: Walker, Denise
Sent: Wednesday, February 15, 2017 3:20 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Distefano, Nichole <DiStefano.Nichole@epa.gov>; Benenati, Frank <benenati.frank@epa.gov>; Perry, Dale <Perry.Dale@epa.gov>; Grevatt, Peter <Grevatt.Peter@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Southerland, Elizabeth <Southerland.Elizabeth@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Cc: Flaherty, Colleen <Flaherty.Colleen@epa.gov>; Huff, Lisa <Huff.Lisa@epa.gov>; Flaharty, Stephanie <Flaharty.Stephanie@epa.gov>
Subject: PFOA FOIA Awareness Review: EPA-HQ-2016-005679 Robert Bilott

All:

Tomorrow, February 16, we are planning to release a 592 page PDF of materials in response to a FOIA from Robert Bilott of Taft & Hollister.

This release has been first and second level reviewed by the Office of Water and the FEAT.

The request seeks documents that concern setting the drinking water provisional health advisory for PFOA reflecting meetings with, or presentations, or submissions from:

- E.I. du Pont de Nemours and Company,
- The Chemours Company,
- The 3M Company,
- Any other corporate entities that may have contacted the agency about PFOA
- Other federal, state, or local agencies

You may view the documents [here](#). Let me know if you have trouble viewing or have questions about the documents.

Respectfully,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7522D WJCN
202-564-6520

Monson, Mahri

From: Minoli, Kevin
Sent: Friday, February 24, 2017 11:56 PM
To: Jackson, Ryan
Cc: Dolph, Becky
Subject: Fwd: Selected FOIA Requests -- week of 2/20/2017
Attachments: Selected FOIA Requests. general. 02202017.docx; ATT00001.htm Attachment withheld
Ex 5 - AC, DP

Ryan- Each week the FOIA Expert Assistance Team (the "FEAT") within OGC produces a list of FOIA requests received that week that folks may want situational awareness of. Would you like us to include you or any of the non-career folks to be on the distribution list? Historically, Nancy G (or I in the most recent history) would review and mention a subset of this subset at the Administrator's morning meeting so others did not need to review it. We could add someone who is in the Administrator's daily meeting to the distribution list to take on that role or Nancy and I could do something similar at the new regular 3:00. Let me know what works best for you.

Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

Begin forwarded message:

From: "Dolph, Becky" <Dolph.Becky@epa.gov>
Date: February 24, 2017 at 8:12:33 PM EST
To: "Minoli, Kevin" <Minoli.Kevin@epa.gov>, "Packard, Elise" <Packard.Elise@epa.gov>, "Hull, George" <Hull.George@epa.gov>, "Grantham, Nancy" <Grantham.Nancy@epa.gov>
Subject: Selected FOIA Requests -- week of 2/20/2017

FYI

Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Monson, Mahri

From: Minoli, Kevin
Sent: Sunday, February 26, 2017 10:38 PM
To: Jackson, Ryan
Cc: Dolph, Becky
Subject: Re: Selected FOIA Requests -- week of 2/20/2017

Got it. We will start with you and John Konkus, and add in Byron and Samantha once they are sworn in. Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On Feb 26, 2017, at 6:45 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I would like to receive them. I would like for Byron and Samantha to receive them also once all on boarded. Konkus should receive it as well. FOIAs are or can be fairly high profile or newsworthy. Thanks.

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

On Feb 24, 2017, at 11:56 PM, Minoli, Kevin <Minoli.Kevin@epa.gov> wrote:

Ryan- Each week the FOIA Expert Assistance Team (the "FEAT") within OGC produces a list of FOIA requests received that week that folks may want situational awareness of. Would you like us to include you or any of the non-career folks to be on the distribution list? Historically, Nancy G (or I in the most recent history) would review and mention a subset of this subset at the Administrator's morning meeting so others did not need to review it. We could add someone who is in the Administrator's daily meeting to the distribution list to take on that role or Nancy and I could do something similar at the new regular 3:00. Let me know what works best for you.

Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

Begin forwarded message:

From: "Dolph, Becky" <Dolph.Becky@epa.gov>
Date: February 24, 2017 at 8:12:33 PM EST
To: "Minoli, Kevin" <Minoli.Kevin@epa.gov>, "Packard, Elise"

<Packard.Elise@epa.gov>, "Hull, George" <Hull.George@epa.gov>,
"Grantham, Nancy" <Grantham.Nancy@epa.gov>

Subject: Selected FOIA Requests -- week of 2/20/2017

FYI

Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

<Selected FOIA Requests. general. 02202017.docx>

Monson, Mahri

From: Minoli, Kevin
Sent: Thursday, June 8, 2017 3:54 PM
To: Bowman, Liz; Lubetsky, Jonathan
Subject: FW: Deadline Noon Wednesday June 14, 2017 - awareness review of FOIA EPA-HQ-2017-006835
Attachments: Production Set 1 - For Awareness Review.pdf

Hi Liz and Jonathan- I am not sure if the two of you have met before, so let me introduce you briefly. Liz is has joined the agency recently and is helping lead the Office of Public Affairs. Jonathan is in OAR and is one of the FOIA gurus at the agency. At a meeting earlier this week, Liz asked that we add her to our FOIA production heads up distribution lists here in OGC. I expect she would appreciate being added you your list too, Jonathan, so have taken the liberty of sending along the attachment for her awareness. Thanks, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

From: Lubetsky, Jonathan
Sent: Thursday, June 08, 2017 3:30 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Hull, George <Hull.George@epa.gov>; Valentine, Julia <Valentine.Julia@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Millett, John <Millett.John@epa.gov>; Prabhu, Aditi <Prabhu.Aditi@epa.gov>; Tate, Ragan <Tate.Ragan@epa.gov>; Mroz, Jessica <mroz.jessica@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Purifoy, Tiffany <Purifoy.Tiffany@epa.gov>; DeMocker, Jim <DeMocker.Jim@epa.gov>; Srinivasan, Gautam <Srinivasan.Gautam@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: Deadline Noon Wednesday June 14, 2017 - awareness review of FOIA EPA-HQ-2017-006835

All—

I am circulating, for awareness review, the first and potentially last set of documents responsive to a FOIA request from Judicial Watch. The requestor asked for "all internal emails or other records explaining, or requesting an explanation of, the EPA's decision to claim that the Clean Power Plan would prevent between 2,700 to 6,600 premature deaths by 2030" between June 2, 2014 and August 3, 2015. There is nothing in particular to flag in this set. OGC ARLO, and OAR have completed review of these documents. Please review this PDF by noon on Wednesday, June 14 and let me or Jessie Mroz know if you have comments or questions.

Thank you,

Jonathan Lubetsky

Monson, Mahri

From: Minoli, Kevin
Sent: Friday, June 9, 2017 12:22 AM
To: Packard, Elise
Subject: Re: OGC bold ideas
Attachments: OGC.Bold.Ideas.docx Attachment withheld Ex. 5 -DPP

This looks really great. The difference between the document now and the document 24-hours ago is really hard to understand, this version is so much better. I made a few edits here and there, but forgot to track changes and either the computer or my brain is too tired to make a compare version.

(b)(5) deliberative

Thank you for all of the tremendous and hard work on this.

Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Office Line: 202-564-8040
Direct Dial: 202-564-5551

From: Packard, Elise
Sent: Thursday, June 8, 2017 6:43 PM
To: Minoli, Kevin
Subject: OGC bold ideas

Elise B. Packard
Acting Principal Deputy General Counsel
U.S. EPA Office of General Counsel, Rm. 4020
(202) 564-7729

Monson, Mahri

From: Minoli, Kevin
Sent: Friday, June 9, 2017 5:40 PM
To: Fine, Steven; Simon, Harvey
Cc: Packard, Elise
Subject: OGC Bold Ideas Related to Information Access
Attachments: OGC.Bold.Ideas.final.docx Attachment withheld Ex. 5 - DPP

Hi Steve and Harvey- As I alluded to at the 1st Assistants Meeting and as Elise mentioned to Harvey, we did identify a few ideas related to information collection, review, and production during the recent exercise on improving EPA. We wanted the two of you to have a copy in case the team reviewing the various ideas reaches out to you. Please do not distribute beyond the two of you; we are not distributing it to our staff, although Becky and Wendy helped with the drafting (we engaged our management team as our office thought of and evaluated possibilities). We are happy to discuss any of the ideas if you have questions.

Finally, I want to reiterate what the document says in a footnote: these are ideas we thought were worth further consideration, not ones we know are best or we would ultimately recommend be adopted. For that, we feel it is essential for other offices to discuss these and any other suggestion. Here is the language of the footnote:

These ideas reflect the request that we imagine big, bold ideas and that we not limit ourselves to traditional ideas or ones solely within our own program area. Many of the ideas below would have significant impacts on programs other than OGC and employees outside of our organization. We have shared our ideas with some of those offices and employees, but because we were working on them until the deadline we have not been able to share them with all who may be impacted nor discuss them in any level of detail with anyone outside of OGC. While we believe these are ideas merit further conversation and evaluation, we cannot say that they are the only or the best way to achieve the goals that underlie each of them. That conclusion will only be possible after there is a chance for evaluation and discussion with our colleagues across the agency.

Have a great weekend. Kevin

Monson, Mahri

From: Minoli, Kevin
Sent: Thursday, July 6, 2017 3:10 PM
To: Jackson, Ryan
Subject: FW: OGC Bold Ideas Related to Information Access
Attachments: OGC.Bold.Ideas.final.docx Attachment withheld Ex. 5 - DPP

Ryan- Here are the bold ideas we identified as part of your call for efficiencies. Ideas 4 and 5 are most on point, but all four would make an impact. Short of one of these is the option I mentioned to you, which is described here:

(b)(5) attorney-client, (b)(5) deliberative



Thanks, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

From: Minoli, Kevin
Sent: Friday, June 09, 2017 5:40 PM
To: Fine, Steven <fine.steven@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>

Cc: Packard, Elise <Packard.Elise@epa.gov>

Subject: OGC Bold Ideas Related to Information Access

Hi Steve and Harvey- As I alluded to at the 1st Assistants Meeting and as Elise mentioned to Harvey, we did identify a few ideas related to information collection, review, and production during the recent exercise on improving EPA. We wanted the two of you to have a copy in case the team reviewing the various ideas reaches out to you. Please do not distribute beyond the two of you; we are not distributing it to our staff, although Becky and Wendy helped with the drafting (we engaged our management team as our office thought of and evaluated possibilities). We are happy to discuss any of the ideas if you have questions.

Finally, I want to reiterate what the document says in a footnote: these are ideas we thought were worth further consideration, not ones we know are best or we would ultimately recommend be adopted. For that, we feel it is essential for other offices to discuss these and any other suggestion. Here is the language of the footnote:

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Have a great weekend. Kevin

Monson, Mahri

From: Minoli, Kevin
Sent: Monday, July 10, 2017 2:56 AM
To: Jackson, Ryan
Cc: Dolph, Becky
Subject: AO FOIA Centralization Pilot Project Proposal
Attachments: AO FOIA Centralization Pilot Project Proposal. 07.10.17.docx Attachment withheld
Ex 5 - DPP

Ryan- As requested, OGC has prepared a proposal for centralizing key portions of the AO FOIA request process under the direction of new FEAT Team Members. Please let us know if you have any questions or comments, or if you would like us to set up a time to meet with you. Becky did reach out to the leadership of the affected components of the AO when drafting the Proposal and all were supportive. We have not provided them the actual draft to review, however, and will await direction from you before doing so. Finally, Becky has not reviewed my edits to the document, so while I am sure she and I are in complete agreement, I may provide a slightly updated version later today if she catches any typos, etc. ☺

Thanks, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Office Line: 202-564-8040
Direct Dial: 202-564-5551

Monson, Mahri

From: Minoli, Kevin
Sent: Friday, July 21, 2017 1:49 PM
To: Jackson, Ryan
Cc: Dolph, Becky
Subject: AO FOIA Centralization Project: Final Materials for Launch
Attachments: AO FOIA Centralization Pilot Project. Initial Implementation Plan.docx; AO FOIA Centralization Pilot Project. Direction. 07.21.2017.docx; AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx; AO FOIA Centralization Pilot Project. Cover Memo for Employee Communication cover memo.docx; AO FOIA Centralization Project. Qs and As. 07.21.2017.docx

Ryan – Thanks to outstanding work by Becky, we now have everything you need to launch the AO FOIA Centralization Pilot Project. Attached are the following documents:

- Memo from you to Steve Fine, Samantha, Troy, Liz, Brian Hope and me launching the pilot
 - Attachments to your memo:
 - 1 – AO FOIA Centralization Project Description
 - 2 – Initial Implementation Plan
 - 3 – Cover Memo for Employee Communication
 - 4 – Questions and Answers for Employees

Your memo starts the pilot and directs each of us to send a memo (Attachment 3) on Monday the 24th to our relevant staff with the information they need to understand the launch of the pilot. The FEAT will engage starting Monday, and follow up with relevant staff-level briefings next week.

Carla has reached out to your office to try and get 30 minutes to discuss this and the other items on my list. Let us know if there is a time that works. Thanks, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

From: Dolph, Becky
Sent: Friday, July 21, 2017 1:06 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Veney, Carla <Veney.Carla@epa.gov>
Subject: AO FOIA Centralization Project

Docs for Ryan. Let me know if you need anything else.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Ryan – In order to move forward with the AO FOIA Centralization Pilot Project, I have attached the following documents for your review:

- Memo from you to Steve, Samantha, Troy, Liz, Brian Hope and me
- Attachments to your memo:
 - 1 – AO FOIA Centralization Project Description
 - 2 – Initial Implementation Plan
 - 3 – Cover Memo for Employee Communication
 - 4 – Questions and Answers for Employees

I have asked Carla to contact Sharnett to see if you have 15 minutes available today for me to come down and meet with you regarding this project.

AO FOIA Centralization Pilot Project Initial Implementation Plan

First Steps – Week of 7/24/2017

- Liz, Samantha and Troy will each identify a career manager for Becky to work with directly on this project
- Becky will meet with Brian Hope and the 3 managers identified above, both as a group and individually. Goal of those meetings will be to:
 - For group meeting:
 - discuss pilot overall
 - discuss outreach to staff
 - reach general understanding on implementation process
 - For individual meetings:
 - review all pending FOIAs for that office
 - reach agreement as to how to proceed on each
 - discuss the types of requests received by the office and look for immediate opportunities for proactive postings
- Becky will develop straw process for new FOIAs
- Ryan and Kevin will discuss FTE needs for project

Near-Term

- Implement strategy for outreach to staff
- Hold FEAT/4 offices staff and management meetings
 - Based on Becky's discussions with managers, will either meet collectively or FEAT with each office individually. Goal of those meetings will be to:
 - Discuss pilot with affected staff
 - Present strategy for addressing pending requests
 - Present straw process for new FOIAs
 - Solicit staff input on strategies for pending and incoming FOIAs
 - Address staff concerns/questions
- Implement strategy for addressing pending requests with available FEAT staff
- Finalize strategy for incoming requests
- Ryan will identify political staffer in AO for direct coordination
- As additional staff are made available to FEAT, implement strategy for incoming requests

Goal: Full Implementation of Centralization Pilot Project

- All incoming FOIA requests for OEX, OPA, OCIR, and OP will be managed as "FEAT FOIAs" and be assigned directly to the OGC FOIA Expert Assistance Team (FEAT) Office
- FEAT staff (combination of attorneys and Government Information Specialists) will review every OEX, OPA, OCIR and OP incoming request to immediately determine

7/21/2017

whether the request is a proper request under FOIA and/or whether clarification or narrowing of the request was needed

- FEAT staff will then work with the program office staff in OEX, OPA, OP and OCIR to reach out to the requester, agree on scope of request and the search to be conducted, work with the program staff and OEI to collect responsive documents and then oversee the document review process, ensuring quality and consistency of document review
 - Existing staff in OEX, OPA, OCIR, and OP will be responsible for reviewing records consistent with the guidance and direction provided by the FEAT and for certain logistics associated with production of records to the requester
 - To ensure expeditious and efficient processing of requests, any disagreement between the FEAT Team Member and staff from OEX, OPA, OP and OCIR regarding any of the above aspects of the case will be elevated to the Director of the FEAT and the appropriate management official within the relevant office within 24 hours of the disagreement
 - Should the disagreement not be resolved at that level, it will be elevated to the Principal Deputy General Counsel (or, currently, the Acting General Counsel), who will consult and inform the Chief of Staff, as appropriate, and provide final resolution of the disagreement
- FEAT will coordinate with OEX, OPA, OP, and OCIR senior career management to ensure that they were aware of the documents being proposed for production and are prepared to sign off on those productions
- Prior to release of any documents to the public, FEAT will ensure that senior Agency leadership are given the opportunity for an awareness review of the documents to be released
- Following senior leadership awareness review, documents will be released to the requester and posted to FOIAonline
- The FEAT and affected offices will continue to look for opportunities for proactive posting of documents

MEMORANDUM

FROM: Ryan Jackson, Chief of Staff

TO: Kevin Minoli, Acting General Counsel
Steve Fine, Acting Assistant Administrator, Office of Environmental Information
Samantha Dravis, Associate Administrator for Policy
Troy Lyons, Associate Administrator for OCIR
Liz Bowman, Acting Associate Administrator for Public Affairs
Brian Hope, Acting Director, Office of the Executive Secretariat

SUBJECT: Office of the Administrator FOIA Centralization Pilot Project

By this memorandum, I am asking you to implement a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR) consistent with the attached project description.

This pilot project is anticipated to enhance the Agency's ability to provide effective and efficient FOIA production in response to the many FOIA requests directed to these four offices. Additionally, the pilot project will generate information on the benefits of increased centralization of FOIA processing responsibilities at the EPA and the resources necessary for such centralization. This information will be used in making near-term decisions regarding the potential increased centralization of FOIA at the Agency.

While I realize that the project will take time for full implementation, I ask that your offices begin those implementation efforts immediately. I have attached a cover memo and attachments for you to use to communicate this project with your staff and ask that you disseminate this information Monday.

Thank you for your willingness to assist in our efforts aimed at enhancing the overall efficacy of the Agency's FOIA program.

Attachments

cc: Henry Darwin
Byron Brown

AO FOIA Centralization Pilot Project Description

All new incoming FOIA requests pertaining to OEX, OPA, OCIR, and OP will be assigned to OGC's FOIA Expert Assistance Team (FEAT). Three FTE will be added to OGC/the FEAT and will be dedicated to managing these requests as "FEAT FOIAs." As such, the FEAT will immediately review an incoming request; develop a strategy for processing that request; and then provide guidance, assistance, and direction to existing staff in OEX, OPA, OCIR, and OP, who will be responsible for reviewing records consistent with the guidance and direction provided and for certain logistics associated with production of records to the requester. The FEAT will ensure appropriate consultation with senior officials in the relevant offices through the lifecycle of a request, including providing a pre-production awareness review opportunity for material to be released and ensuring the official authorizing a response is authorized to do so under the applicable agency guidance and delegations.

For FOIA requests pending in each of the four offices at the initiation of the pilot, the FEAT Director and senior manager of the affected office will review the status of each of the requests, identify requests for which FEAT oversight would be helpful in responding to and processing the requests to conclusion and agree to a path forward for all pending requests.

This Pilot Project will generate information on the benefits of increased centralization of FOIA processing responsibilities at the EPA and the resources necessary for such centralization. That information will be used to inform a near-term decision regarding increased centralization of the EPA's existing de-centralized approach to processing FOIA requests.

To complement this project, OEI and OGC will hold FOIA management training meetings in each of EPA's program offices to ensure consistency with Agency procedures. OEI and OGC also will coordinate with the RAs to conduct new training with the Regions to ensure Agency-wide consistency.

Current Status of FOIA Processing within the AO:

- The AO Immediate Office, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR) each receive a substantial number of FOIA requests weekly
- Each currently has many pending requests
 - Current estimates of pending requests:
 - OEX (handles AO Immediate Office FOIAs): 391
 - OPA: 107
 - OCIR: 97
 - OP: 45

- Since 1/1/2017, all four offices have seen a substantial increase in incoming FOIA requests
 - OEX alone has seen an 189% increase of incoming requests in the last 5 months
- Affected offices currently do not have sufficient staff to effectively and efficiently manage their caseloads

Centralized Management Pilot Project:

- All incoming FOIA requests for OEX, OPA, OCIR, and OP will be managed as “FEAT FOIAs” and be assigned directly to the OGC FOIA Expert Assistance Team (FEAT) Office
- FEAT staff (combination of attorneys and Government Information Specialists) will review every OEX, OPA, OCIR and OP incoming request to immediately determine whether the request is a proper request under FOIA and/or whether clarification or narrowing of the request was needed
- FEAT staff will then work with the program office staff in OEX, OPA, OP and OCIR to reach out to the requester, agree on scope of request and the search to be conducted, work with the program staff and OEI to collect responsive documents and then oversee the document review process, ensuring quality and consistency of document review
 - Existing staff in OEX, OPA, OCIR, and OP will be responsible for reviewing records consistent with the guidance and direction provided by the FEAT and for certain logistics associated with production of records to the requester
 - To ensure expeditious and efficient processing of requests, any disagreement between the FEAT Team Member and staff from OEX, OPA, OP and OCIR regarding any of the above aspects of the case will be elevated to the Director of the FEAT and the appropriate management official within the relevant office within 24 hours of the disagreement
 - Should the disagreement not be resolved at that level, it will be elevated to the Principal Deputy General Counsel (or, currently, the Acting General Counsel), who will consult and inform the Chief of Staff, as appropriate, and provide final resolution of the disagreement
- FEAT will coordinate with OEX, OPA, OP, and OCIR senior career management to ensure that they were aware of the documents being proposed for production and were prepared to sign off on those productions
- Prior to release of any documents to the public, FEAT will ensure that senior Agency leadership were given the opportunity for an awareness review of the documents to be released

- Following senior leadership awareness review, documents will be released to the requester and posted to FOIAonline

Benefits of FEAT Management of AO Requests:

- FEAT has established track record of effective oversight and management of the Agency's most complex and voluminous requests
- Management of the FOIAs would be the lead responsibility of FEAT Team Members, allowing AO program staff in affected offices to focus on document review and processing
- Application of the four hallmarks of the FEAT's success to all covered requests:
 1. Personal communication with requesters;
 2. Coordination of similar requests;
 3. Internal coordination with senior leadership prior to release of documents; and
 4. Proactive posting of materials when appropriate in lieu of producing through FOIA to reduce burden on Agency

Resources Necessary to Implement AO FOIA Centralization Pilot Project

- FEAT will receive three additional FTE and funding to support them in order to implement the Pilot Project as described
 - These three FTE will be an addition to OGC's existing FTE ceiling, and will be unencumbered by an existing employee when provided to OGC, however, OGC agrees to prioritize filling the positions with existing agency employees who encumber positions that count against the EPA's overall FTE number so as not to increase the number of employees currently on board at the agency
 - Staff currently engaged in FOIA in the affected offices are essential to the success of the pilot and will continue to devote the same amount of their time engaged in FOIA, focusing their work on FOIA processing with the oversight of the FEAT
 - Based on experience once the Pilot is underway, the FEAT Director may engage with the leadership of any of the four offices regarding a need for additional staff resources from their office

MEMORANDUM

FROM:

TO: Employees

SUBJECT: AO FOIA Centralization Pilot Project

Our office has been asked by the Chief of Staff to participate in a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR).

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017 all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189% over a 5-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the Agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team (FEAT), will work together to meet this unprecedented need. Below is information regarding the pilot.

Attached you will find a description of the project as well as a questions and answers document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments

- AO FOIA Centralization Pilot Project Description
- Questions and Answers for Employees

AO FOIA Centralization Project Questions and Answers for Employees

How will the AO FOIA Centralization Project work for the offices?

Under the pilot, all new FOIA requests assigned to OEX, OPA, OCIR, and OP will be assigned to OGC's FOIA Expert Assistance Team (FEAT). The FEAT will immediately review an incoming request and contact the requester for clarification begin communication. The FEAT will develop a strategy for processing that request; provide guidance, assistance, and direction to existing staff in the four affected offices, who will be responsible for reviewing records consistent with the guidance and direction provided by FEAT.

The FEAT will ensure appropriate consultation with senior officials in the relevant offices through the lifecycle of a request, including providing a pre-production awareness review for material to be released. The FEAT will also ensure that the official authorizing the response does so under the applicable agency guidance and delegations.

Does this mean my office does not have to do FOIAs anymore?

No, however, what it does mean is that you will have expert assistance in managing your FOIAs, including timely outreach to requesters, enhanced coordination and consolidation of requests, and direct legal assistance in responding to requests.

If I am a FOIA Officer or FOIA Specialist, does this mean my job is being eliminated?

Not at all! You will be given expert assistance to enable you to focus your attention on document review and production.

Why is this being called a pilot?

This effort is being undertaken to address an immediate need in AO. At the end of the pilot, management will assess the project and identify the most practical, effective, and efficient way to address future AO FOIA processing requirements. In addition, the pilot project will provide data and insight regarding the benefits of increased centralization of FOIA processing responsibilities at the EPA. That information will be used to inform a near-term decision regarding increased centralization of the EPA's existing de-centralized approach to processing FOIA requests.

What about my office's existing FOIA backlog?

For pending FOIA requests in each of the four offices, the FEAT Director and each office's senior manager will review the status of each request and identify requests for which FEAT oversight will be helpful.

Will I have any opportunity to discuss the operation of the pilot?

Yes, and we are eager to hear your thoughts. The FEAT staff will schedule meetings for FOIA professionals and anyone interested in attending from each of the four offices. They look forward to meeting with you to discuss plans.

I don't like this idea. Does my office have to participate?

Senior management in all four offices have agreed to participation in the pilot program. We see this as an opportunity to effectively address the needs of the AO. Our goal is to provide some much-needed relief and assistance to the FOIA professionals in these offices.

When is the pilot slated to start?

Efforts are already underway in OPA to implement the pilot program. The FEAT is assisting OPA on its transition-related FOIAs. After additional discussions with staff and management in OPA, we will begin full implementation in that office, followed by OEX, OCIR, and OP.

I have additional questions. Can I call or talk to a manager?

Please talk with your manager. If he/she does not have answers for you, they will put you in touch with someone who will be able to discuss your questions with you. And, as the pilot project progresses, you may have more or new questions. We encourage to continue to keep an open dialogue with your manager and the FEAT as we embark on this new pilot program!

Monson, Mahri

From: Minoli, Kevin
Sent: Tuesday, September 5, 2017 10:02 AM
To: Packard, Elise
Subject: Re: GLO FOIA Document Productions between Now and September 15

I will look at it. **(b)(5) attorney work product, (b)(5) deliberative**

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On Sep 5, 2017, at 9:32 AM, Packard, Elise <Packard.Elise@epa.gov> wrote:

Was going to bring this to your attention at 9:30, but . . .

(b)(5) attorney work product, (b)(5) deliberative

Will leave a hard copy in your chair.

Thanks!

Elise

Elise B. Packard
Acting Principal Deputy General Counsel
U.S. EPA Office of General Counsel, Rm. 4020
(202) 564-7729

From: Youngblood, Charlotte
Sent: Friday, September 01, 2017 4:38 PM
To: Packard, Elise <Packard.Elise@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Trudeau, Shaun <Trudeau.Shaun@epa.gov>
Subject: GLO FOIA Document Productions between Now and September 15

Elise,

As requested, please see the attached list of GLO's FOIA litigation productions for the next two weeks.

(b)(5) attorney work product, (b)(5) deliberative
(b)(5) attorney work product, (b)(5) deliberative

Please let me know if you need additional info.

(b)(5) deliberative, (b)(5) attorney work product

Thanks,

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

<FOIA DOCUMENT PRODUCTIONS THROUGH SEPTEMBER 15.docx>

Monson, Mahri

From: Minoli, Kevin
Sent: Tuesday, September 5, 2017 7:34 PM
To: Packard, Elise; Youngblood, Charlotte
Cc: Blake, Wendy; Trudeau, Shaun; Mills, Derek
Subject: RE: GLO FOIA Document Productions between Now and September 15

(b)(5) attorney work product, (b)(5) attorney-client

In addition to the items below, if folks could also send me the actual text of the request at issue, that is always helpful for me to have available.

Thank you, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

From: Packard, Elise
Sent: Tuesday, September 05, 2017 6:38 PM
To: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Trudeau, Shaun <Trudeau.Shaun@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>
Subject: RE: GLO FOIA Document Productions between Now and September 15

Hi all,

Kevin had some additional thoughts on this that he needs, really as soon as possible, so that he can fully communicate on these cases with Ryan.

(b)(5) attorney work product, (b)(5) deliberative

(b)(5) attorney work product, (b)(5) deliberative

Thanks for all the hard work, we're moving forward!

Elise

Elise B. Packard
Acting Principal Deputy General Counsel
U.S. EPA Office of General Counsel, Rm. 4020
(202) 564-7729

From: Youngblood, Charlotte
Sent: Friday, September 01, 2017 4:38 PM
To: Packard, Elise <Packard.Elise@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Trudeau, Shaun <Trudeau.Shaun@epa.gov>
Subject: GLO FOIA Document Productions between Now and September 15

Elise,

As requested, please see the attached list of GLO's FOIA litigation productions for the next two weeks. [REDACTED]

(b)(5) attorney work product, (b)(5) deliberative

Please let me know if you need additional info.

(b)(5) deliberative

Thanks,

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

From: [Dolph, Becky](#)
To: [Bowman, Liz](#); [Dravis, Samantha](#); [Lyons, Troy](#); [Fine, Steven](#); [Hope, Brian](#)
Subject: AO FOIA Centralization Pilot Project -- need to send to staff
Date: Tuesday, July 25, 2017 10:00:36 AM
Attachments: [AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx](#)
[AO FOIA Centralization Project. Qs and As. 07.21.2017.docx](#)

All – If you missed the part in Ryan’s email yesterday about sending out announcement re: FOIA Centralization Pilot Project to your staff, I’ve copied and pasted what you need to send below, as well as the two attachments that go along with it. Ryan had asked that you send this out yesterday. If you’ve not done so, please let your staff know about the project ASAP. If you can let me know when this has been completed that would be great.

Let me know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

MEMORANDUM

FROM:

TO:

SUBJECT: AO FOIA Centralization Pilot Project

Our office has been asked by the Chief of Staff to participate in a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR).

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017 all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189% over a 5-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices’ FOIA demands, the Agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team (FEAT), will work together to meet this unprecedented need. Below is information regarding the pilot.

Attached you will find a description of the project as well as a questions and answers

document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments

- AO FOIA Centralization Pilot Project Description
- Questions and Answers for Employees

July 24, 2017

MEMORANDUM

SUBJECT: Office of the Administrator Freedom of Information Act Centralization Pilot Project

FROM: Brian T. Hope
Acting Director

TO: Jonathan V. Newton
Fredrick No
Victor Farren

Our office has been asked by Chief of Staff Ryan Jackson to participate in a pilot project centralizing all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations.

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs, and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017, all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189 percent over a five-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team, will work together to meet this unprecedented need. Attached you will find a description of the project as well as a question-and-answer document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments

cc: John Reeder, Deputy Chief of Staff
Lena Ferris, AO Records Liaison Officer

AO FOIA Centralization Pilot Project Description

All new incoming FOIA requests pertaining to OEX, OPA, OCIR, and OP will be assigned to OGC's FOIA Expert Assistance Team (FEAT). Three FTE will be added to OGC/the FEAT and will be dedicated to managing these requests as "FEAT FOIAs." As such, the FEAT will immediately review an incoming request; develop a strategy for processing that request; and then provide guidance, assistance, and direction to existing staff in OEX, OPA, OCIR, and OP, who will be responsible for reviewing records consistent with the guidance and direction provided and for certain logistics associated with production of records to the requester. The FEAT will ensure appropriate consultation with senior officials in the relevant offices through the lifecycle of a request, including providing a pre-production awareness review opportunity for material to be released and ensuring the official authorizing a response is authorized to do so under the applicable agency guidance and delegations.

For FOIA requests pending in each of the four offices at the initiation of the pilot, the FEAT Director and senior manager of the affected office will review the status of each of the requests, identify requests for which FEAT oversight would be helpful in responding to and processing the requests to conclusion and agree to a path forward for all pending requests.

This Pilot Project will generate information on the benefits of increased centralization of FOIA processing responsibilities at the EPA and the resources necessary for such centralization. That information will be used to inform a near-term decision regarding increased centralization of the EPA's existing de-centralized approach to processing FOIA requests.

To complement this project, OEI and OGC will hold FOIA management training meetings in each of EPA's program offices to ensure consistency with Agency procedures. OEI and OGC also will coordinate with the RAs to conduct new training with the Regions to ensure Agency-wide consistency.

Current Status of FOIA Processing within the AO:

- The AO Immediate Office, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR) each receive a substantial number of FOIA requests weekly
- Each currently has many pending requests
 - Current estimates of pending requests:
 - OEX (handles AO Immediate Office FOIAs): 391
 - OPA: 107
 - OCIR: 97
 - OP: 45

- Since 1/1/2017, all four offices have seen a substantial increase in incoming FOIA requests
 - OEX alone has seen an 189% increase of incoming requests in the last 5 months
- Affected offices currently do not have sufficient staff to effectively and efficiently manage their caseloads

Centralized Management Pilot Project:

- All incoming FOIA requests for OEX, OPA, OCIR, and OP will be managed as “FEAT FOIAs” and be assigned directly to the OGC FOIA Expert Assistance Team (FEAT) Office
- FEAT staff (combination of attorneys and Government Information Specialists) will review every OEX, OPA, OCIR and OP incoming request to immediately determine whether the request is a proper request under FOIA and/or whether clarification or narrowing of the request was needed
- FEAT staff will then work with the program office staff in OEX, OPA, OP and OCIR to reach out to the requester, agree on scope of request and the search to be conducted, work with the program staff and OEI to collect responsive documents and then oversee the document review process, ensuring quality and consistency of document review
 - Existing staff in OEX, OPA, OCIR, and OP will be responsible for reviewing records consistent with the guidance and direction provided by the FEAT and for certain logistics associated with production of records to the requester
 - To ensure expeditious and efficient processing of requests, any disagreement between the FEAT Team Member and staff from OEX, OPA, OP and OCIR regarding any of the above aspects of the case will be elevated to the Director of the FEAT and the appropriate management official within the relevant office within 24 hours of the disagreement
 - Should the disagreement not be resolved at that level, it will be elevated to the Principal Deputy General Counsel (or, currently, the Acting General Counsel), who will consult and inform the Chief of Staff, as appropriate, and provide final resolution of the disagreement
- FEAT will coordinate with OEX, OPA, OP, and OCIR senior career management to ensure that they were aware of the documents being proposed for production and were prepared to sign off on those productions
- Prior to release of any documents to the public, FEAT will ensure that senior Agency leadership were given the opportunity for an awareness review of the documents to be released

- Following senior leadership awareness review, documents will be released to the requester and posted to FOIAonline

Benefits of FEAT Management of AO Requests:

- FEAT has established track record of effective oversight and management of the Agency's most complex and voluminous requests
- Management of the FOIAs would be the lead responsibility of FEAT Team Members, allowing AO program staff in affected offices to focus on document review and processing
- Application of the four hallmarks of the FEAT's success to all covered requests:
 1. Personal communication with requesters;
 2. Coordination of similar requests;
 3. Internal coordination with senior leadership prior to release of documents; and
 4. Proactive posting of materials when appropriate in lieu of producing through FOIA to reduce burden on Agency

Resources Necessary to Implement AO FOIA Centralization Pilot Project

- FEAT will receive three additional FTE and funding to support them in order to implement the Pilot Project as described
 - These three FTE will be an addition to OGC's existing FTE ceiling, and will be unencumbered by an existing employee when provided to OGC, however, OGC agrees to prioritize filling the positions with existing agency employees who encumber positions that count against the EPA's overall FTE number so as not to increase the number of employees currently on board at the agency
 - Staff currently engaged in FOIA in the affected offices are essential to the success of the pilot and will continue to devote the same amount of their time engaged in FOIA, focusing their work on FOIA processing with the oversight of the FEAT
 - Based on experience once the Pilot is underway, the FEAT Director may engage with the leadership of any of the four offices regarding a need for additional staff resources from their office

AO FOIA Centralization Pilot Project Initial Implementation Plan

First Steps – Week of 7/24/2017

- Liz, Samantha and Troy will each identify a career manager for Becky to work with directly on this project
- Becky will meet with Brian Hope and the 3 managers identified above, both as a group and individually. Goal of those meetings will be to:
 - For group meeting:
 - discuss pilot overall
 - discuss outreach to staff
 - reach general understanding on implementation process
 - For individual meetings:
 - review all pending FOIAs for that office
 - reach agreement as to how to proceed on each
 - discuss the types of requests received by the office and look for immediate opportunities for proactive postings
- Becky will develop straw process for new FOIAs
- Ryan and Kevin will discuss FTE needs for project

Near-Term

- Implement strategy for outreach to staff
- Hold FEAT/4 offices staff and management meetings
 - Based on Becky's discussions with managers, will either meet collectively or FEAT with each office individually. Goal of those meetings will be to:
 - Discuss pilot with affected staff
 - Present strategy for addressing pending requests
 - Present straw process for new FOIAs
 - Solicit staff input on strategies for pending and incoming FOIAs
 - Address staff concerns/questions
- Implement strategy for addressing pending requests with available FEAT staff
- Finalize strategy for incoming requests
- Ryan will identify political staffer in AO for direct coordination
- As additional staff are made available to FEAT, implement strategy for incoming requests

Goal: Full Implementation of Centralization Pilot Project

- All incoming FOIA requests for OEX, OPA, OCIR, and OP will be managed as "FEAT FOIAs" and be assigned directly to the OGC FOIA Expert Assistance Team (FEAT) Office
- FEAT staff (combination of attorneys and Government Information Specialists) will review every OEX, OPA, OCIR and OP incoming request to immediately determine

7/21/2017

whether the request is a proper request under FOIA and/or whether clarification or narrowing of the request was needed

- FEAT staff will then work with the program office staff in OEX, OPA, OP and OCIR to reach out to the requester, agree on scope of request and the search to be conducted, work with the program staff and OEI to collect responsive documents and then oversee the document review process, ensuring quality and consistency of document review
 - Existing staff in OEX, OPA, OCIR, and OP will be responsible for reviewing records consistent with the guidance and direction provided by the FEAT and for certain logistics associated with production of records to the requester
 - To ensure expeditious and efficient processing of requests, any disagreement between the FEAT Team Member and staff from OEX, OPA, OP and OCIR regarding any of the above aspects of the case will be elevated to the Director of the FEAT and the appropriate management official within the relevant office within 24 hours of the disagreement
 - Should the disagreement not be resolved at that level, it will be elevated to the Principal Deputy General Counsel (or, currently, the Acting General Counsel), who will consult and inform the Chief of Staff, as appropriate, and provide final resolution of the disagreement
- FEAT will coordinate with OEX, OPA, OP, and OCIR senior career management to ensure that they were aware of the documents being proposed for production and are prepared to sign off on those productions
- Prior to release of any documents to the public, FEAT will ensure that senior Agency leadership are given the opportunity for an awareness review of the documents to be released
- Following senior leadership awareness review, documents will be released to the requester and posted to FOIAonline
- The FEAT and affected offices will continue to look for opportunities for proactive posting of documents



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

July 24, 2017

OFFICE OF THE
EXECUTIVE SECRETARIAT

MEMORANDUM

SUBJECT: Office of the Administrator Freedom of Information Act Centralization Pilot Project

FROM: Brian T. Hope *BTH*
Acting Director

TO: Jonathan V. Newton
Fredrick No
Victor Farren

Our office has been asked by Chief of Staff Ryan Jackson to participate in a pilot project centralizing all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations.

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs, and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017, all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189 percent over a five-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team, will work together to meet this unprecedented need. Attached you will find a description of the project as well as a question-and-answer document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments

cc: John Reeder, Deputy Chief of Staff
Lena Ferris, AO Records Liaison Officer

From: [Dolph, Becky](#)
To: [Hope, Brian](#)
Subject: AO FOIA Centralization Pilot Project Proposal. 07.10.17. final.docx
Date: Monday, July 10, 2017 6:18:26 PM
Attachments: [AO FOIA Centralization Pilot Project Proposal. 07.10.17. final.docx](#)

fyi

From: [Dolph, Becky](#)
To: [Hope, Brian](#); [Gottesman, Larry](#)
Cc: [Moser, Rebecca](#); [Byrd, Jonda](#)
Subject: Awareness Mark ups: Selected FOIA Requests. general. 07.03.2017
Date: Monday, July 10, 2017 1:53:43 PM
Attachments: [Selected FOIA Requests. general. 07.03.2017..docx.docx](#)

Liz's mark-ups. None of these are FEAT FOIAs. Thanks.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Bowman, Liz
Sent: Friday, July 07, 2017 7:32 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Selected FOIA Requests. general. 07.03.2017..docx

I did it on time! Have a good weekend!

From: [Dolph, Becky](#)
To: [Hope, Brian](#); [Gottesman, Larry](#)
Cc: [Blake, Wendy](#); [Moser, Rebecca](#); [Byrd, Jonda](#)
Subject: Awareness Mark ups: Selected FOIA Requests. general. 06.26.2017.docx
Date: Wednesday, July 05, 2017 2:33:33 PM
Attachments: [Selected FOIA Requests. general. 06.26.2017.docx](#)

FYI. **(b)(5) deliberative, (b)(5) attorney-client**

Thanks,

Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: [Hope, Brian](#)
To: [Newton, Jonathan](#); [No, Fredrick](#); [Farren, Victor](#)
Cc: [Dolph, Becky](#); [Minoli, Kevin](#); [Reeder, John](#)
Subject: Awareness Review Guidance
Date: Tuesday, August 08, 2017 9:31:00 AM
Importance: High

Team –

Ryan Jackson has just issued instructions to have all AO FOIA releases reviewed by the FEAT team prior to distribution for awareness review by the political team. Please send Becky Dolph all proposed releases that are currently in the awareness review process, as well as all future proposed releases. At the conclusion of her team's review, they will forward the proposed release for the political team's awareness review. They will cc both the AO FOIA professional responsible for the request and me. At the conclusion of the awareness review period, I will sign the response letter, and we will upload the responsive documents to FOIAonline and release them to the requestor as per usual.

Jonathan –

Please communicate this guidance to the other AO FOIA professionals.

Let me know if you have any questions. Thanks.


- Brian

Brian T. Hope
Acting Director
Office of the Executive Secretariat
Office of the Administrator
(202) 564-8212

From: [Jackson, Ryan](#)
To: [Minoli, Kevin](#); [Baptist, Erik](#); [Fine, Steven](#); [Dravis, Samantha](#); [Lyons, Troy](#); [Bowman, Liz](#); [Hope, Brian](#)
Cc: [Darwin, Henry](#); [Brown, Byron](#); [Dolph, Becky](#)
Subject: FOIA processing in the Office of the Administrator
Date: Monday, July 24, 2017 11:46:19 AM
Attachments: [AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx](#)
[AO FOIA Centralization Pilot Project. Cover Memo for Employee Communicat....docx](#)
[AO FOIA Centralization Project. Qs and As. 07.21.2017.docx](#)
[AO FOIA Centralization Pilot Project. Direction. 07.21.2017.docx](#)
[AO FOIA Centralization Pilot Project. Initial Implementation Plan.docx](#)

Due to the large amount of FOIA requests we are receiving, I am concerned that we are getting flooded without a new process to address this new problem. Working with the OGC, I am issuing the memo detailing a new process within the Office of the Administrator for responding to FOIAs with attachments on Q&A, next steps for the specific offices involved, and a general description of the new process. The attachments also include a memo for you to send to your offices regarding the new process.

(b)(5) deliberative



I would like to especially thank Becky for her consistent work to inform us of new FOIAs and her work in organizing this project and taking on this added workload. She's a hero for this.

Thank you,

Ryan.

-
-
-

MEMORANDUM

-
FROM: Ryan Jackson, Chief of Staff
TO: Kevin Minoli, Acting General Counsel
Steve Fine, Acting Assistant Administrator, Office of Environmental Information
Samantha Dravis, Associate Administrator for Policy
Troy Lyons, Associate Administrator for OCIR
Liz Bowman, Acting Associate Administrator for Public Affairs
Brian Hope, Acting Director, Office of the Executive Secretariat
SUBJECT: Office of the Administrator FOIA Centralization Pilot Project

By this memorandum, I am asking you to implement a pilot project centralizing all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of

Congressional and Intergovernmental Relations (OCIR) consistent with the attached project description.

This pilot project is anticipated to enhance the Agency's ability to provide effective and efficient FOIA production in response to the many FOIA requests directed to these four offices. Additionally, the pilot project will generate information on the benefits of increased centralization of FOIA processing responsibilities at the EPA and the resources necessary for such centralization. This information will be used in making near-term decisions regarding the potential increased centralization of FOIA at the Agency.

While I realize that the project will take time for full implementation, I ask that your offices begin those implementation efforts immediately. I have attached a cover memo and attachments for you to use to communicate this project with your staff and ask that you disseminate this information Monday.

Thank you for your willingness to assist in our efforts aimed at enhancing the overall efficacy of the Agency's FOIA program.

Attachments

cc: Henry Darwin
Byron Brown

Ryan Jackson
Chief of Staff
U.S. Environmental Protection Agency
(202) 564-6999

From: [Newton, Jonathan](#)
To: [Auther, Larry](#); [Tillery, Loreto](#); [White, Candace](#); [Gentry, Barbara](#); [Teplitzky, Andy](#)
Cc: [Farren, Victor](#); [Hope, Brian](#); [No, Fredrick](#)
Subject: FOIA Release Awareness Reviews
Date: Tuesday, June 06, 2017 3:07:57 PM

Good Afternoon FOIA Coordinators:

To insure that leadership is aware of public disclosures from AO, please send copies of pending FOIA releases to Ryan Jackson, Liz Bowman, and Amy Graham, 48 hours before the release. If there is a deadline that makes 48 hours impractical just alert them to the deadline so the awareness review can be expedited.

Thanks in advance,
Jonathan

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: [Hope, Brian](#)
To: [Jackson, Ryan](#); [Graham, Amy](#)
Subject: FW: Awareness Review- AO FOIA Centralization Pilot- Chlorpyrifos FOIAs EPA-HQ-2017-005731 - August 16, 2017
Date: Thursday, August 10, 2017 9:56:00 AM
Attachments: [OEX NYT EPA-HQ-2017-005731 -News Clips .pdf](#)
[OEX NYT EPA-HQ-2017-005731 Redacted.pdf](#)

I will remind FEAT that you both need to be on the awareness reviews. Thanks.

From: Walker, Denise
Sent: Wednesday, August 09, 2017 8:15 PM
To: Walker, Denise <Walker.Denise@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Schwab, Justin <schwab.justin@epa.gov>
Cc: Newton, Jonathan <Newton.Jonathan@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>; Farren, Victor <Farren.Victor@epa.gov>
Subject: Awareness Review- AO FOIA Centralization Pilot- Chlorpyrifos FOIAs EPA-HQ-2017-005731 - August 16, 2017

Good evening:

On August 16, 2017, we are planning to release the attached documents to multiple FOIA requesters.

The documents are attached for your review and described briefly below.

Please contact me directly if you have questions about these documents.

Thank you,
Denise A. Walker

| Title | Proposed release date | Description |
|--|-----------------------|--|
| OEX NYT EPA-HQ-2017-005731 News Clips OEX NYT EPA-HQ-2017-005731 Redacted | 8/16/2017 | E-mails from specific custodians regarding the pesticide chlorpyrifos, for the period of January 20, 2017 through March 31, 2017 947 pages of news clips are in one document. 722 pages of additional internal e-mails contain redactions pursuant to exemptions 5 (deliberative process, attorney-client privilege and attorney work-product) and 6 |

| | |
|--|--|
| | <p>(personal privacy).</p> <p>In the redacted document, we highlight pages 32 through 36, pages 95 through 134, and 595 for your review.</p> <p>These records have been reviewed by OGC (FEAT and IO), OCIR, CCSPP, OP, and the AO</p> |
|--|--|

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

From: [Farren, Victor](#)
To: [Hope, Brian](#)
Subject: FW: Awareness Review Guidance - EPA-HQ-2017-005731
Date: Tuesday, August 08, 2017 4:08:05 PM

FYI

From: Walker, Denise
Sent: Tuesday, August 08, 2017 3:13 PM
To: Farren, Victor <Farren.Victor@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Cc: Rementer, Nicole <rementer.nicole@epa.gov>; Clarke, Victoria <clarke.victoria@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>
Subject: RE: Awareness Review Guidance - EPA-HQ-2017-005731

Thank you, Victor.

I spoke to Elise about this matter.

We will hold for now. If (b)(5) deliberative, (b) (6)

Thank you all,
Denise

From: Farren, Victor
Sent: Tuesday, August 08, 2017 1:02 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Cc: Rementer, Nicole <rementer.nicole@epa.gov>; Clarke, Victoria <clarke.victoria@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: FW: Awareness Review Guidance - EPA-HQ-2017-005731
Importance: High

Following up from earlier this morning. See below.

Thanks,

Victor

From: Farren, Victor
Sent: Tuesday, August 08, 2017 10:23 AM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: FW: Awareness Review Guidance - EPA-HQ-2017-005731
Importance: High

Becky,

The documents for EPA-HQ-2017-005731 are on OneDrive so please let me know who needs access to these files.

These documents are also responsive to:

Ryan Koronowski, ThinkPress.org - EPA-HQ-2017-005553

Sharon Lerner, The Intercept - EPA-HQ-2017-006146

Alexander Rony, Sierra Club – EPA-HQ-2017-006791

Austin Evers, American Oversight – EPA-HQ-2017-006057 ← will not release documents to this requester since we are in litigation. Release will be coordinated through Jennifer Hammit.

From: Hope, Brian

Sent: Tuesday, August 08, 2017 9:32 AM

To: Newton, Jonathan <Newton.Jonathan@epa.gov>; No, Fredrick <No.Fredrick@epa.gov>; Farren, Victor <Farren.Victor@epa.gov>

Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Reeder, John <Reeder.John@epa.gov>

Subject: Awareness Review Guidance

Importance: High

Team –

Ryan Jackson has just issued instructions to have all AO FOIA releases reviewed by the FEAT team prior to distribution for awareness review by the political team. Please send Becky Dolph all proposed releases that are currently in the awareness review process, as well as all future proposed releases. At the conclusion of her team's review, they will forward the proposed release for the political team's awareness review. They will cc both the AO FOIA professional responsible for the request and me. At the conclusion of the awareness review period, I will sign the response letter, and we will upload the responsive documents to FOIAonline and release them to the requestor as per usual.

Jonathan –

Please communicate this guidance to the other AO FOIA professionals.

Let me know if you have any questions. Thanks.

- Brian

Brian T. Hope
Acting Director
Office of the Executive Secretariat
Office of the Administrator
(202) 564-8212

From: [Newton, Jonathan](#)
To: [Bailey, KevinJ](#); [Tillery, Loreto](#); [White, Candace](#); [Lawrence, Tanya](#); [Gentry, Barbara](#); [Brown, Caroline](#)
Cc: [Hope, Brian](#)
Subject: FW: Awareness Review Guidance
Date: Tuesday, August 08, 2017 9:42:05 AM
Importance: High

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: Hope, Brian
Sent: Tuesday, August 08, 2017 9:32 AM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>; No, Fredrick <No.Fredrick@epa.gov>; Farren, Victor <Farren.Victor@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Reeder, John <Reeder.John@epa.gov>
Subject: Awareness Review Guidance
Importance: High

Team –

Ryan Jackson has just issued instructions to have all AO FOIA releases reviewed by the FEAT team prior to distribution for awareness review by the political team. Please send Becky Dolph all proposed releases that are currently in the awareness review process, as well as all future proposed releases. At the conclusion of her team's review, they will forward the proposed release for the political team's awareness review. They will cc both the AO FOIA professional responsible for the request and me. At the conclusion of the awareness review period, I will sign the response letter, and we will upload the responsive documents to FOIAonline and release them to the requestor as per usual.

Jonathan –

Please communicate this guidance to the other AO FOIA professionals.

Let me know if you have any questions. Thanks.

- Brian

Brian T. Hope
Acting Director
Office of the Executive Secretariat

Office of the Administrator
(202) 564-8212



From: [Hope, Brian](#)
To: [Newton, Jonathan](#); [No, Fredrick](#); [Farren, Victor](#); [Ferris, Lena](#)
Subject: Fw: FOIA processing in the Office of the Administrator
Date: Monday, July 24, 2017 12:53:48 PM
Attachments: [AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx](#)
[AO FOIA Centralization Pilot Project. Cover Memo for Employee Communicat....docx](#)
[AO FOIA Centralization Project. Qs and As. 07.21.2017.docx](#)
[AO FOIA Centralization Pilot Project. Direction. 07.21.2017.docx](#)
[AO FOIA Centralization Pilot Project. Initial Implementation Plan.docx](#)

FYI

From: Jackson, Ryan
Sent: Monday, July 24, 2017 11:46 AM
To: Minoli, Kevin; Baptist, Erik; Fine, Steven; Dravis, Samantha; Lyons, Troy; Bowman, Liz; Hope, Brian
Cc: Darwin, Henry; Brown, Byron; Dolph, Becky
Subject: FOIA processing in the Office of the Administrator

Due to the large amount of FOIA requests we are receiving, I am concerned that we are getting flooded without a new process to address this new problem. Working with the OGC, I am issuing the memo detailing a new process within the Office of the Administrator for responding to FOIAs with attachments on Q&A, next steps for the specific offices involved, and a general description of the new process. The attachments also include a memo for you to send to your offices regarding the new process.

(b)(5) deliberative



I would like to especially thank Becky for her consistent work to inform us of new FOIAs and her work in organizing this project and taking on this added workload. She's a hero for this.

Thank you,

Ryan.

MEMORANDUM

FROM: Ryan Jackson, Chief of Staff

TO: Kevin Minoli, Acting General Counsel
Steve Fine, Acting Assistant Administrator, Office of Environmental
Information
Samantha Dravis, Associate Administrator for Policy
Troy Lyons, Associate Administrator for OCIR
Liz Bowman, Acting Associate Administrator for Public Affairs
Brian Hope, Acting Director, Office of the Executive Secretariat

SUBJECT: Office of the Administrator FOIA Centralization Pilot Project

By this memorandum, I am asking you to implement a pilot project centralizing all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR) consistent with the attached project description.


This pilot project is anticipated to enhance the Agency's ability to provide effective and efficient FOIA production in response to the many FOIA requests directed to these four offices. Additionally, the pilot project will generate information on the benefits of increased centralization of FOIA processing responsibilities at the EPA and the resources necessary for such centralization. This information will be used in making near-term decisions regarding the potential increased centralization of FOIA at the Agency.

While I realize that the project will take time for full implementation, I ask that your offices begin those implementation efforts immediately. I have attached a cover memo and attachments for you to use to communicate this project with your staff and ask that you disseminate this information Monday.

Thank you for your willingness to assist in our efforts aimed at enhancing the overall efficacy of the Agency's FOIA program.

Attachments

cc: Henry Darwin
Byron Brown

Ryan Jackson
Chief of Staff
U.S. Environmental Protection Agency
(202) 564-6999 

From: [Hope, Brian](#)
To: [Newton, Jonathan](#); [No, Fredrick](#); [Farren, Victor](#); [Ferris, Lena](#)
Subject: FW: FOIAs for Awareness from list for week of 7/24
Date: Wednesday, August 02, 2017 3:03:00 PM
Attachments: [Selected FOIA Requests. general. 07.24.2017. docx.docx](#)

From: Dolph, Becky
Sent: Wednesday, August 02, 2017 11:53 AM
To: Hope, Brian <Hope.Brian@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; OGC FEAT <OGC_FEAT@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FOIAs for Awareness from list for week of 7/24

FEAT has #1

FEAT will work with OEX on ##2, 3, 6, 9, 16, 18, 19, 20, 21, 24, 25, and 26

OEI responsible for ##13, 14, 23, 29, and 30

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Bowman, Liz
Sent: Tuesday, August 01, 2017 10:14 AM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Selected FOIA Requests. general. 07.24.2017. docx.docx

From: [Hope, Brian](#)
To: [Newton, Jonathan](#); [No, Fredrick](#); [Farren, Victor](#); [Ferris, Lena](#)
Subject: FW: Follow-up to FOIA Discussion
Date: Tuesday, August 22, 2017 4:05:00 PM

FYI

From: Jackson, Ryan
Sent: Tuesday, August 22, 2017 8:37 AM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Cc: Bowman, Liz <[Bowman.Liz@epa.gov](mailto: Bowman.Liz@epa.gov)>; Lyons, Troy <lyons.troy@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Bolen, Brittany <bolen.brittany@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fugh, Justina <Fugh.Justina@epa.gov>
Subject: Re: Follow-up to FOIA Discussion

(b)(5) attorney-client

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

On Aug 21, 2017, at 8:59 PM, Dolph, Becky <Dolph.Becky@epa.gov> wrote:

In follow-up to our discussion earlier today, **(b)(5) deliberative, (b)(5) attorney-client**

Thanks,
Becky

(b)(5) attorney-client, (b)(5) deliberative

-
- | Age Group | Gender | Percentage of Respondents |
|-----------|--------|---------------------------|
| 18-29 | Female | 95% |
| | Male | 90% |
| 30-49 | Female | 85% |
| | Male | 80% |
| 50-59 | Female | 75% |
| | Male | 70% |
| 60+ | Female | 65% |
| | Male | 60% |

(b)(5) deliberative, (b)(5) attorney-client

[REDACTED]

[REDACTED]

From: [Hope, Brian](#)
To: [Newton, Jonathan](#); [No, Fredrick](#); [Farren, Victor](#); [Ferris, Lena](#)
Subject: Fw: Liz Bowman's mark ups -- Selected FOIA Requests. general. 06.05.2017.docx
Date: Monday, June 12, 2017 10:26:13 AM
Attachments: [Selected FOIA Requests. general. 06.05.2017.docx](#)

FYI - feedback from Liz Bowman on last week's list.

From: Dolph, Becky
Sent: Monday, June 12, 2017 9:30 AM
To: Fine, Steven; Gottesman, Larry; Byrd, Jonda; Blake, Wendy; Moser, Rebecca; Hope, Brian
Subject: Liz Bowman's mark ups -- Selected FOIA Requests. general. 06.05.2017.docx

See the attached highlights of FOIAs in which OPA has an interest. The media policies one I believe is being consolidated and sent to OPA. **(b)(5) deliberative**

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771 

From: Bowman, Liz
Sent: Friday, June 09, 2017 6:08 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Selected FOIA Requests. general. 06.05.2017.docx

Please see highlights. Thanks, Becky!

From: [Dolph, Becky](#)
To: [Hope, Brian](#)
Subject: FW: Recap of Yesterday's Meeting
Date: Friday, March 24, 2017 1:11:11 PM
Attachments: [Transition and Inauguration FOIAs - OEX Specific.pdf](#) Attachment Withheld Ex. 5 - DPP

fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

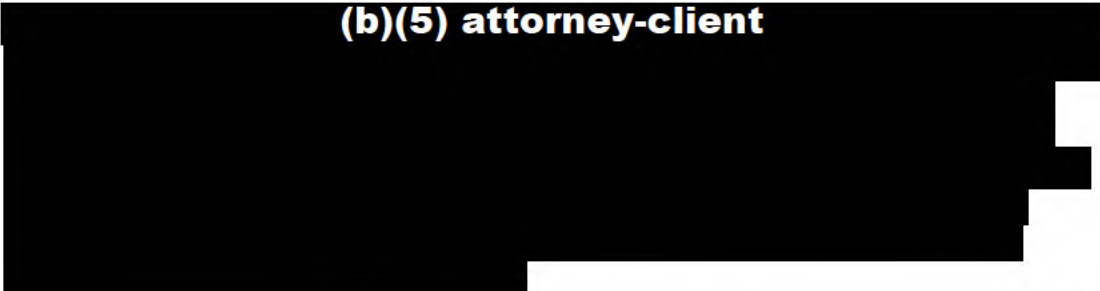
From: Clarke, Victoria
Sent: Friday, March 24, 2017 12:57 PM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>; Farren, Victor <Farren.Victor@epa.gov>; Espinoza, Ana <Espinoza.Ana@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Recap of Yesterday's Meeting

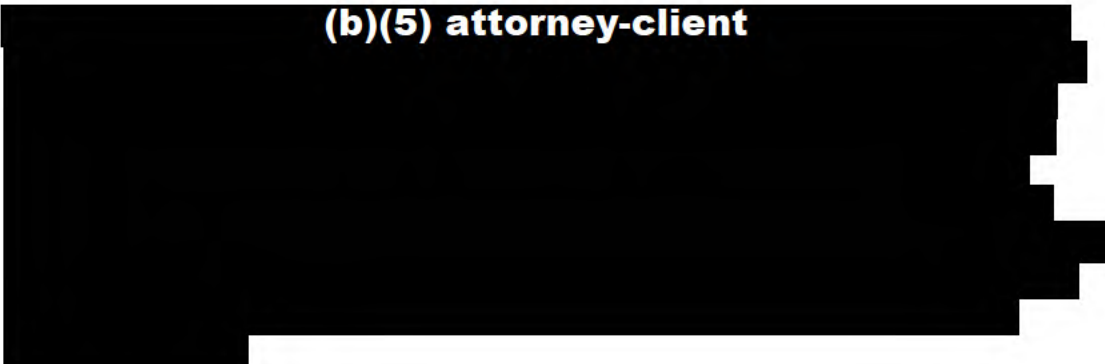
Jonathan, Victor, and Ana:

Thank you so much for the meeting yesterday! It was great to sit down with all three of you and get some face time and discuss the different FOIA requests that touch upon OEX.

Just to recap what we discussed:

- You all have the spreadsheet that tracks the Transition and Post-Inauguration FOIA Requests received by the Agency. I will continue to update this, including when items are submitted to E-Discovery. I am attaching the pdf version of that spreadsheet from yesterday.

- **(b)(5) attorney-client**


- **(b)(5) attorney-client**


- For FOIA requests where another office is assigned as the lead office (such as OPA), the lead office will issue a records search task to you, so please process the records, upload the records, and close out the task. The lead office will issue the disclosure to the requester. Please let us know when you have completed the task so that we can work with the lead office to coordinate an awareness review and disclose the records.

Thank you all so much for your hard work. I know it goes without saying, but as the lead office for your requests, please keep completing your administrative responsibilities, such as issuing ten-day letters, or unusual circumstance letters, managing the clock, and assisting in maintaining the administrative record. This is one of the largest FOIA projects at the agency, with now nearly over 400 requests. Your work and your assistance is invaluable, and helping us to shoulder this burden is greatly appreciated.

Victoria

Victoria Clarke
Attorney-Advisor
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7312B WJCN
202-564-1149

From: [Dolph, Becky](#)
To: [Hope, Brian](#)
Subject: FW: Recap of Yesterday's Meeting
Date: Tuesday, March 28, 2017 5:31:18 PM

(b)(5) attorney-client

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Clarke, Victoria
Sent: Tuesday, March 28, 2017 1:36 PM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>; Farren, Victor <Farren.Victor@epa.gov>; Espinoza, Ana <Espinoza.Ana@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: RE: Recap of Yesterday's Meeting

Hello everyone!

(b)(5) attorney-client

As a result, OEX is responsible for reaching out to the requesters, conducting the records searches, and processing the records and the requests accordingly.

The requests I've identified are the following:

- EPA-HQ-2017-003580 – Frederick No
- EPA-HQ-2017-003929 – Jonathan Newton
- EPA-HQ-2017-004029 – Ana Espinoza
- EPA-HQ-2017-004075 – Frederick No
- EPA-HQ-2017-004171 – Frederick No
- EPA-HQ-2017-004203 – Ana Espinoza
- EPA-HQ-2017-004262 – Ana Espinoza
- EPA-HQ-2017-004296 – Frederick No
- EPA-HQ-2017-004359 – Ana Espinoza
- EPA-HQ-2017-004372 – Ana Espinoza
- EPA-HQ-2017-004379 – Ana Espinoza
- EPA-HQ-2017-004538 – Ana Espinoza
- EPA-HQ-2017-004658 – Ana Espinoza
- EPA-HQ-2017-004667 – Ana Espinoza
- EPA-HQ-2017-004729 – Victor Farren
- EPA-HQ-2017-004776 – Jonathan Newton
- EPA-HQ-2017-004843 – Ana Espinoza
- EPA-HQ-2017-004845 – Jonathan Newton

- EPA-HQ-2017-004915 – Victor Farren
- EPA-HQ-2017-004916 – Victor Farren
- EPA-HQ-2017-004917 – Victor Farren
- EPA-HQ-2017-004920 – Victor Farren
- EPA-HQ-2017-004921 – Victor Farren
- EPA-HQ-2017-004923 – Victor Farren
- EPA-HQ-2017-004924 – Victor Farren
- EPA-HQ-2017-004925 – Victor Farren
- EPA-HQ-2017-004927 – Victor Farren
- EPA-HQ-2017-004981 – Victor Farren
- EPA-HQ-2017-004982 – Victor Farren
- EPA-HQ-2017-004983 – Victor Farren
- EPA-HQ-2017-004984 – Victor Farren
- EPA-HQ-2017-004985 – Victor Farren
- EPA-HQ-2017-004992 – Victor Farren
- EPA-HQ-2017-005009 – Victor Farren
- EPA-HQ-2017-005051 – Victor Farren
- EPA-HQ-2017-005073 – Jonathan Newton
- EPA-HQ-2017-005094 – Jonathan Newton
- EPA-HQ-2017-005210 – Jonathan Newton
- EPA-HQ-2017-005211 – Jonathan Newton
- EPA-HQ-2017-005214 – OTAQ *correspondence with Carl Icahn

(b)(5) attorney-client

If you have any questions, let me know.

Thank you so much for all your hard work!

Victoria

Victoria Clarke
Attorney-Advisor
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7312B WJCN
202-564-1149

From: Clarke, Victoria

Sent: Friday, March 24, 2017 12:57 PM

To: Newton, Jonathan <Newton.Jonathan@epa.gov>; Farren, Victor <Farren.Victor@epa.gov>; Espinoza, Ana <Espinoza.Ana@epa.gov>

Cc: Dolph, Becky <Dolph.Becky@epa.gov>

Subject: Recap of Yesterday's Meeting

Jonathan, Victor, and Ana:

Thank you so much for the meeting yesterday! It was great to sit down with all three of you and get some face time and discuss the different FOIA requests that touch upon OEX.

Just to recap what we discussed:

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- **(b)(5) attorney-client**
[Redacted]

- **(b)(5) attorney-client**
[Redacted]

- For FOIA requests where another office is assigned as the lead office (such as OPA), the lead office will issue a records search task to you, so please process the records, upload the records, and close out the task. The lead office will issue the disclosure to the requester. Please let us know when you have completed the task so that we can work with the lead office to coordinate an awareness review and disclose the records.

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Victoria

Victoria Clarke
Attorney-Advisor

U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7312B WJCN
202-564-1149

From: [Minoli, Kevin](#)
To: [Jackson, Ryan](#)
Cc: [Dolph, Becky](#); [Bowman, Liz](#); [Lyons, Troy](#); [Dravis, Samantha](#); [Shapiro, Mike](#); [Graham, Amy](#); [Fine, Steven](#); [Hope, Brian](#); [Grantham, Nancy](#); [Brown, Byron](#)
Subject: Re: For Awareness -- FOIA Releases re: Steam Electric Rule
Date: Thursday, August 24, 2017 8:05:07 AM

Ryan- We investigated this and I wanted to report out what we learned. Bottom line: this was the result of an error by an employee in OW who uploaded them to a section of FOIAonline that was publicly available rather than the internal section of FOIAonline where we have historically uploaded documents that were undergoing the final awareness review. We have historically uploaded them to an internal section of FOIAonline as an efficiency because that could be done while the final review was occurring, and changes could still be made before the documents were published to the public side. My understanding is that the employee was Acting for his manager and may not have been very familiar with FOIAonline. To ensure this scenario will not happen again in the context of a FEAT FOIA, we will change our process so that nothing is uploaded at all until we have the final set of documents and their production has been authorized. As this was an inadvertent release, the documents were taken down yesterday. **(b)(5) deliberative**

[REDACTED]

Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On Aug 23, 2017, at 12:26 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

<https://foiaonline.regulations.gov/foia/action/public/view/request?objectId=090004d28124aece>

So these are already online regardless of the awareness email.

From: Dolph, Becky

Sent: Tuesday, August 22, 2017 6:56 PM

To: Jackson, Ryan <jackson.ryan@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Graham, Amy <graham.amy@epa.gov>

Cc: Hope, Brian <Hope.Brian@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>

Subject: RE: For Awareness -- FOIA Releases re: Steam Electric Rule

Got it. **(b)(5) deliberative**

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Jackson, Ryan

Sent: Tuesday, August 22, 2017 6:55 PM

To: Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Graham, Amy <graham.amy@epa.gov>

Cc: Hope, Brian <Hope.Brian@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>

Subject: RE: For Awareness -- FOIA Releases re: Steam Electric Rule

(b)(5) deliberative

Thank you.

From: Dolph, Becky

Sent: Tuesday, August 22, 2017 6:54 PM

To: Jackson, Ryan <jackson.ryan@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Graham, Amy <graham.amy@epa.gov>

Cc: Hope, Brian <Hope.Brian@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>

Subject: For Awareness -- FOIA Releases re: Steam Electric Rule

[REDACTED]

[REDACTED]

[REDACTED]

(b)(5) deliberative

[REDACTED]

[REDACTED]

(b)(5) attorney-client, (b)(5) deliberative

[REDACTED]

Please let me know if questions or concerns.

Thanks,

Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: [Hope, Brian](#)
To: [Jackson, Ryan](#)
Cc: [Reeder, John](#); [Dolph, Becky](#); [Minoli, Kevin](#)
Bcc: [Newton, Jonathan](#); [Farren, Victor](#)
Subject: RE: Notice of upcoming FOIA release
Date: Tuesday, August 08, 2017 9:34:00 AM

Guidance has been issued to OEX staff, and we will communicate to all AO FOIA professionals shortly. Thanks.

-----Original Message-----

From: Jackson, Ryan
Sent: Tuesday, August 08, 2017 9:15 AM
To: Hope, Brian <Hope.Brian@epa.gov>
Cc: Reeder, John <Reeder.John@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: RE: Notice of upcoming FOIA release

It is necessary. Thank you.

-----Original Message-----

From: Hope, Brian
Sent: Tuesday, August 8, 2017 8:44 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Reeder, John <Reeder.John@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: RE: Notice of upcoming FOIA release

The centralization pilot as currently structured does not include FEAT review of proposed AO FOIA releases.

(b)(5) deliberative



-----Original Message-----

From: Jackson, Ryan
Sent: Monday, August 07, 2017 11:00 PM
To: Farren, Victor <Farren.Victor@epa.gov>
Cc: Bowman, Liz <Bowman.Liz@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Subject: Re: Notice of upcoming FOIA release

We are not releasing this until FEAT in OGC has reviewed it per our new consolidation policy. **(b)(5) deliberative**



Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

> On Aug 3, 2017, at 5:44 PM, Farren, Victor <Farren.Victor@epa.gov> wrote:

>

> All,

>

> Please see the attached documents responsive to FOIA EPA-HQ-2017-005731 submitted by reporter Roni Rabin

with the New York Times. She requested emails from specific custodians regarding chlorpyrifos, for the period of January 20 through March 31, 2017. These documents are also responsive to the following FOIA requests:

>

> Ryan Koronowski, ThinkPress.org - EPA-HQ-2017-005553 Austin Evers,

> American Oversight – EPA-HQ-2017-006057 Sharon Lerner, The Intercept -

> EPA-HQ-2017-006146 Alexander Rony, Sierra Club – EPA-HQ-2017-006791

>

> This is a partial release, as we continue to process documents. News clips, which will be released in full, are in their own file. The remainder of the documents contain redactions pursuant to exemptions 5 (deliberative process, attorney-client privilege and attorney work-product) and 6 (personal privacy). As you review, pages 32 through 36, and pages 95 through 134 may be of interest.

>

> I plan on releasing these documents to the above parties by COB, Tuesday August 8. Please contact me before this date in you have any questions or concerns.

>

>

>

> Victor J. Farren

> Attorney-Advisor

> U. S. Environmental Protection Agency

> Office of the Executive Secretariat

> (202) 564-0808

>

> <EPA-HQ-2017-005731 - Responsive documents redacted.pdf>

> <EPA-HQ-2017-005731 - Release in Full.pdf>

From: [Fine, Steven](#)
To: [Dolph, Becky](#); [Jackson, Ryan](#)
Cc: [Hope, Brian](#); [Minoli, Kevin](#); [Bowman, Liz](#)
Subject: RE: RE: RE: FW:
Date: Thursday, August 03, 2017 12:43:20 PM

Becky, thank you. Very helpful.

Liz and Becky, Larry is going to start treating everything on Becky's weekly list as of interest to the AO until he receives Liz's list of what she's actually interested in. That will further reduce the chance that something slips through without notification. I'll work on setting up a meeting for us next week to discuss other refinements to the process.

From: Dolph, Becky
Sent: Wednesday, August 2, 2017 8:50 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Hope, Brian <Hope.Brian@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: RE: RE: RE: FW:


Larry Gottesman is the National FOIA Officer – he is in OEI under Steve. FOIA requests for HQ come into Larry's office and his office then assigns them to a program office for response. It is from this system (as well as the requests that come in directly to the Regional Offices) that I review and pull the selected requests that are in the report that I send around on Fridays. If I don't hear from Liz by Tuesday, I send her a reminder to let me know of the ones she would like to see and she gets back to me promptly. I then distribute that list to Brian Hope (OEX) and to Larry Gottesman. FOIAs assigned to AO are OEX's responsibility (now in conjunction with the FEAT). If the requests marked by Liz are not assigned to the AO or are not otherwise being managed by the FEAT, Larry is responsible for letting the assigned office know of the need for awareness review prior to release.

(b)(5) deliberative, (b)(5) attorney-client

[REDACTED]

As we are implementing the pilot, I have instructed my staff that no AO requests are to be issued without the opportunity for an awareness review by you, OPA and the senior leadership of any other affected offices. **(b)(5) deliberative**

[REDACTED]



I plan to be back in the office on Tuesday, 8/8.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: [Fine, Steven](#)
To: [Jackson, Ryan](#)
Cc: [Hope, Brian](#); [Dolph, Becky](#); [Minoli, Kevin](#); [Bowman, Liz](#)
Subject: Re: RE: RE: FW:
Date: Wednesday, August 02, 2017 7:38:17 PM

The response was completed before that request was tagged in the system for attention.

Timeline:

Mon 7/24: Request received

Fri 7/28: Becky sent weekly list of requests that could be of interest

Tue 8/1: Liz told Becky the ones for which she'd like advance notice

Wed 8/2: Becky relayed that information to the National FOIA Office and ORD releases response

Two suggestions:

- 1) In the short-term, Liz also sends list of those of interest directly to Larry Gottesman
- 2) When Becky is back from leave, she, Liz, Larry, and I meet to make the process a little more robust without adding much complexity. (e.g., how avoid additional delays when people are on leave)

[Pardon brevity and errors. I'm mobile.]

On Aug 2, 2017, at 6:45 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I see. So FOIAs dealing with the Administrator himself will draw inquiries from press to OPA. OPA or I need to know when those go out. (b)(5) deliberative

[REDACTED]

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

On Aug 2, 2017, at 3:31 PM, Hope, Brian <Hope.Brian@epa.gov> wrote:

The request number is EPA-HQ-2017-009708. It was assigned to the Office of Research and Development. Michael Bender processed the request, and Peter Evanko approved the release. OEX was not consulted prior to release. Please let me know if you need anything else. Thanks.

<!--[if !supportLists]-->- <!--[endif]-->Brian

From: Jackson, Ryan
Sent: Wednesday, August 02, 2017 4:07 PM

To: Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: Fwd: RE: FW:

We didn't get the opportunity to see what is going out before this was released. Who processed this FOIA?

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

Begin forwarded message:

From: "Bowman, Liz" <Bowman.Liz@epa.gov>
Date: August 2, 2017 at 3:10:03 PM EDT
To: "Jackson, Ryan" <jackson.ryan@epa.gov>
Subject: RE: FW:

On 7/24 Kevin Bogardus submitted a FOIA for the letter/all records on the complaint from the Sierra Club against Pruitt's claims about climate. That request was fulfilled yesterday, 8/2 by Michael Bender, with no heads up to OPA. And, the response to Bogardus wasn't due until 8/30.

-----Original Message-----

From: Jackson, Ryan
Sent: Wednesday, August 2, 2017 3:03 PM
To: Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Re: FW:

What was it about?

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

On Aug 2, 2017, at 3:00 PM, Bowman, Liz <Bowman.Liz@epa.gov> wrote:

Why did Kevin Bogardus from E&E all of a sudden get a response to a FOIA today, without any awareness from our FOIA

office? And, who filled this FOIA?

From: [Hope, Brian](#)
To: [Dolph, Becky](#)
Cc: [Minoli, Kevin](#); [Fine, Steven](#)
Subject: RE: RE: RE: FW:
Date: Thursday, August 03, 2017 3:15:00 PM

According to the assignment history in FOIAonline, the request was reassigned from AO to ORD about 5 hours after OEX received it on Tuesday, July 25.

(b)(5) deliberative

[REDACTED]

Thanks.

From: Dolph, Becky
Sent: Wednesday, August 02, 2017 8:50 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Hope, Brian <Hope.Brian@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: RE: RE: RE: FW:

Larry Gottesman is the National FOIA Officer – he is in OEI under Steve. FOIA requests for HQ come into Larry's office and his office then assigns them to a program office for response. It is from this system (as well as the requests that come in directly to the Regional Offices) that I review and pull the selected requests that are in the report that I send around on Fridays. If I don't hear from Liz by Tuesday, I send her a reminder to let me know of the ones she would like to see and she gets back to me promptly. I then distribute that list to Brian Hope (OEX) and to Larry Gottesman. FOIAs assigned to AO are OEX's responsibility (now in conjunction with the FEAT). If the requests marked by Liz are not assigned to the AO or are not otherwise being managed by the FEAT, Larry is responsible for letting the assigned office know of the need for awareness review prior to release.

(b)(5) attorney-client, (b)(5) deliberative

[REDACTED]

As we are implementing the pilot, I have instructed my staff that no AO requests are to be issued without the opportunity for an awareness review by you, OPA and the senior leadership of any other affected offices. [REDACTED]

(b)(5) deliberative

I plan to be back in the office on Tuesday, 8/8.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Jackson, Ryan
Sent: Wednesday, August 02, 2017 7:49 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Hope, Brian <Hope.Brian@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Re: RE: RE: FW:

Who is Larry?

(b)(5) deliberative

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

On Aug 2, 2017, at 5:38 PM, Fine, Steven <fine.steven@epa.gov> wrote:

The response was completed before that request was tagged in the system for attention.

Timeline:

Mon 7/24: Request received
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Tue 8/1: Liz told Becky the ones for which she'd like advance notice
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Two suggestions:

1) In the short-term, Liz also sends list of those of interest directly to Larry Gottesman

2) When Becky is back from leave, she, Liz, Larry, and I meet to make the process a little more robust without adding much complexity. (e.g., how avoid additional delays when people are on leave)

[Pardon brevity and errors. I'm mobile.]

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I see. So FOIAs dealing with the Administrator himself will draw inquiries from press to OPA. OPA or I need to know when those go out.

(b)(5) deliberative

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

On Aug 2, 2017, at 3:31 PM, Hope, Brian <Hope.Brian@epa.gov> wrote:

The request number is EPA-HQ-2017-009708. It was assigned to the Office of Research and Development. Michael Bender processed the request, and Peter Evanko approved the release. OEX was not consulted prior to release. Please let me know if you need anything else. Thanks.

- Brian

From: Jackson, Ryan
Sent: Wednesday, August 02, 2017 4:07 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: Fwd: RE: FW:

We didn't get the opportunity to see what is going out before this was released. Who processed this FOIA?

Ryan Jackson
Chief of Staff
U.S. EPA

(202) 564-6999

Begin forwarded message:

From: "Bowman, Liz"
<Bowman.Liz@epa.gov>
Date: August 2, 2017 at 3:10:03 PM EDT
To: "Jackson, Ryan"
<jackson.ryan@epa.gov>
Subject: RE: FW:

On 7/24 Kevin Bogardus submitted a FOIA for the letter/all records on the complaint from the Sierra Club against Pruitt's claims about climate. That request was fulfilled yesterday, 8/2 by Michael Bender, with no heads up to OPA. And, the response to Bogardus wasn't due until 8/30.

-----Original Message-----

From: Jackson, Ryan
Sent: Wednesday, August 2, 2017 3:03 PM
To: Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Re: FW:

What was it about?

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

On Aug 2, 2017, at 3:00 PM,
Bowman, Liz
<Bowman.Liz@epa.gov>
wrote:

Why did Kevin Bogardus from E&E all of a sudden get a response to a FOIA today, without any awareness from our FOIA office? And, who filled this FOIA?

Packard, Elise

From: Walker, Denise
Sent: Tuesday, August 08, 2017 2:17 PM
To: Packard, Elise
Subject: FW: Awareness Review Guidance

Importance: High

Elise:

FYI. I may need to discuss with you. Becky is currently unavailable.

Denise

From: Rementer, Nicole
Sent: Tuesday, August 08, 2017 1:17 PM
To: Walker, Denise <Walker.Denise@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: FW: Awareness Review Guidance
Importance: High

Nicole M. Rementer

Attorney-Adviser | FOIA Expert Assistance Team (FEAT)
U.S. Environmental Protection Agency | Office of General Counsel
7426NN WJCN | 202.564.3692

From: Bailey, KevinJ
Sent: Tuesday, August 08, 2017 11:07 AM
To: Rementer, Nicole <rementer.nicole@epa.gov>
Subject: Fwd: Awareness Review Guidance

Sent from my iPhone

Begin forwarded message:

From: "Newton, Jonathan" <Newton.Jonathan@epa.gov>
Date: August 8, 2017 at 9:42:04 AM EDT
To: "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>, "Tillery, Loreto" <Tillery.Loreto@epa.gov>, "White, Candace" <White.Candace@epa.gov>, "Lawrence, Tanya" <Lawrence.Tanya@epa.gov>, "Gentry, Barbara" <Gentry.Barbara@epa.gov>, "Brown, Caroline" <Brown.Caroline@epa.gov>
Cc: "Hope, Brian" <Hope.Brian@epa.gov>
Subject: FW: Awareness Review Guidance

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: Hope, Brian

Sent: Tuesday, August 08, 2017 9:32 AM

To: Newton, Jonathan <Newton.Jonathan@epa.gov>; No, Fredrick <No.Fredrick@epa.gov>; Farren, Victor <Farren.Victor@epa.gov>

Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Reeder, John <Reeder.John@epa.gov>

Subject: Awareness Review Guidance

Importance: High

Team –

Ryan Jackson has just issued instructions to have all AO FOIA releases reviewed by the FEAT team prior to distribution for awareness review by the political team. Please send Becky Dolph all proposed releases that are currently in the awareness review process, as well as all future proposed releases. At the conclusion of her team's review, they will forward the proposed release for the political team's awareness review. They will cc both the AO FOIA professional responsible for the request and me. At the conclusion of the awareness review period, I will sign the response letter, and we will upload the responsive documents to FOIAonline and release them to the requestor as per usual.

Jonathan –

Please communicate this guidance to the other AO FOIA professionals.

Let me know if you have any questions. Thanks.

- Brian

Brian T. Hope
Acting Director
Office of the Executive Secretariat
Office of the Administrator
(202) 564-8212

From: [Packard, Elise](#)
To: [Hammitt, Jennifer](#)
Subject: Fw: Selected FOIA Requests -- week of 2/20/2017
Date: Sunday, April 08, 2018 8:29:44 PM
Attachments: [Selected FOIA Requests. general. 02202017.docx](#)

From: Dolph, Becky
Sent: Friday, February 24, 2017 8:12 PM
To: Minoli, Kevin; Packard, Elise; Hull, George; Grantham, Nancy
Subject: Selected FOIA Requests -- week of 2/20/2017

FYI

Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: [Packard, Elise](#)
To: [Hammit, Jennifer](#)
Subject: Fw: Selected Incoming FOIA Requests -- week of 3/13/2017
Date: Sunday, April 08, 2018 8:25:42 PM
Attachments: [Selected FOIA Requests, general, 03.13.2017.docx](#)

From: Dolph, Becky
Sent: Thursday, March 16, 2017 7:09 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron
Subject: Selected Incoming FOIA Requests -- week of 3/13/2017

The Agency received 199 FOIA requests 3/11/2017- 3/16/2017. The requests below may be of interest. Please let me know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Selected Incoming FOIA Requests – Week of 3/13/2017

(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) attorney-client, (b)(5) deliberative



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) attorney-client, (b)(5) deliberative



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:25 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 3/27/2017
Attachments: Selected FOIA Requests. general. 03.27.2017.docx

From: Dolph, Becky
Sent: Friday, March 31, 2017 5:48 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron; Konkus, John; Freire, JP
Subject: Selected Incoming FOIAs -- week of 3/27/2017

The Agency received 304 FOIA requests from 3/25/2017 – 3/31/2017. The requests below may be of interest. Please let me know if questions.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Selected FOIA Requests – Week of 3/27/2017

(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:22 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 4/10/2017
Attachments: Selected FOIA Requests. general. 04.10.2017.docx

From: Dolph, Becky
Sent: Friday, April 14, 2017 2:47 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron; Konkus, John; Freire, JP; Bowman, Liz
Subject: Selected Incoming FOIAs -- week of 4/10/2017

The Agency received 240 FOIA requests from 4/8/2017 – 4/14/2017. The requests below may be of interest. Please let me know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Selected FOIA Requests – Week of 4/10/2017

(b)(5) deliberative, (b)(5) attorney-client

(b)(5) deliberative, (b)(5) attorney-client



(b)(5) attorney-client, (b)(5) deliberative



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) attorney-client, (b)(5) deliberative



(b)(5) deliberative, (b)(5) attorney-client



Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:21 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 4/17/2017
Attachments: Selected FOIA Requests. general. 04.17.2017. docx.docx

From: Dolph, Becky
Sent: Friday, April 21, 2017 6:06 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron; Konkus, John; Freire, JP; Bowman, Liz
Subject: Selected Incoming FOIAs -- week of 4/17/2017

The Agency received 274 FOIA requests from 4/15/2017 – 4/21/2017. The requests below may be of interest.

Based on the number of FOIAs received daily since 2/17/2017, the Agency is on track to receive over 12,800 FOIAs in FY17, which would be the most requests received in at least the last 10 years, if not longer.

Please let me know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Selected FOIA Requests – Week of 4/17/2017

(b)(5) deliberative, (b)(5) attorney-client

(b)(5) deliberative, (b)(5) attorney-client



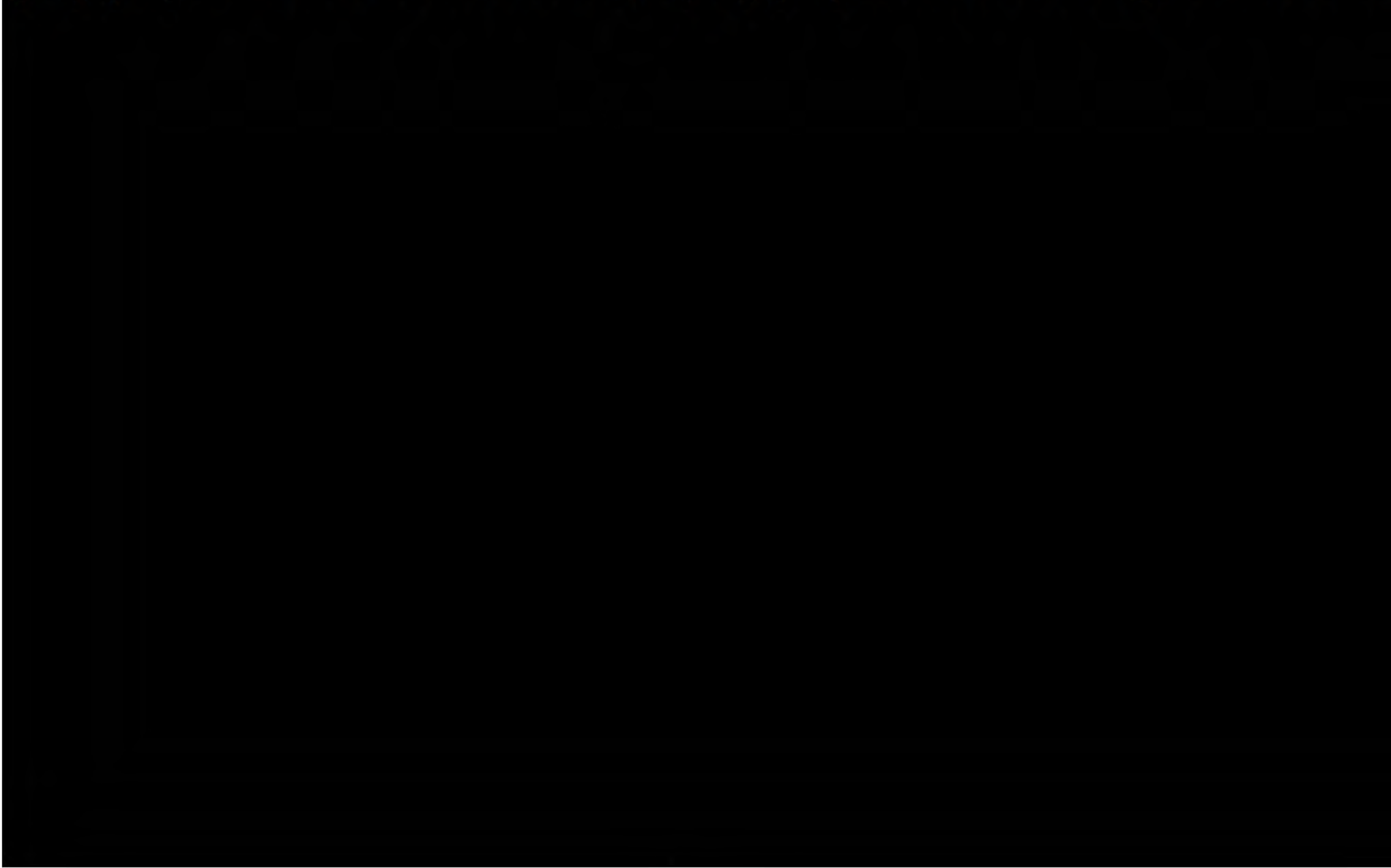
(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:21 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 4/24/2017
Attachments: Selected FOIA Requests. general. 04.24.2017.docx

From: Dolph, Becky
Sent: Friday, April 28, 2017 4:48 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron; Konkus, John; Freire, JP; Bowman, Liz
Subject: Selected Incoming FOIAs -- week of 4/24/2017

The Agency received 227 FOIA requests from 4/22/2017 – 4/28/2017. The requests below may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Selected FOIA Requests – Week of 4/24/2017

(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:20 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 5/5/2017
Attachments: Selected FOIA Requests. general. 05.01.2017.docx

From: Dolph, Becky
Sent: Friday, May 5, 2017 4:08 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron; Konkus, John; Freire, JP; Bowman, Liz
Subject: Selected Incoming FOIAs -- week of 5/5/2017

The Agency received 256 FOIA requests from 4/29/2017 – 5/5/2017. The 57 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

From: [Packard, Elise](#)
To: [Hammitt, Jennifer](#)
Subject: Fw: Selected Incoming FOIAs -- week of 5/15/2017
Date: Sunday, April 08, 2018 8:19:49 PM
Attachments: [Selected FOIA Requests. general. 05.15.2017.docx](#)

From: Dolph, Becky
Sent: Friday, May 19, 2017 5:23 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron; Konkus, John; Freire, JP; Bowman, Liz
Subject: Selected Incoming FOIAs -- week of 5/15/2017

The Agency received 275 FOIA requests from 5/13/2017 – 5/19/2017. The 50 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

From: [Packard, Elise](#)
To: [Hammitt, Jennifer](#)
Subject: Fw: Selected Incoming FOIAs -- week of 5/22/2017
Date: Sunday, April 08, 2018 8:19:19 PM
Attachments: [Selected FOIA Requests. general. 05.22.2017.docx](#)

From: Dolph, Becky
Sent: Friday, May 26, 2017 3:53 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron; Konkus, John; Freire, JP; Bowman, Liz
Subject: Selected Incoming FOIAs -- week of 5/22/2017

The Agency received 224 FOIA requests from 5/20/2017 – 5/26/2017. The 36 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

From: [Packard, Elise](#)
To: [Hammitt, Jennifer](#)
Subject: Fw: Selected Incoming FOIAs -- week of 5/29/2017
Date: Sunday, April 08, 2018 8:18:47 PM
Attachments: [Selected FOIA Requests. general. 05.29.2017 .docx](#)

From: Dolph, Becky
Sent: Monday, June 5, 2017 6:15 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron; Konkus, John; Freire, JP; Bowman, Liz; Fine, Steven
Subject: Selected Incoming FOIAs -- week of 5/29/2017

The Agency received 201 FOIA requests from 5/26/2017 – 6/2/2017. The 35 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:18 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 6/5/2017 -- corrected
Attachments: Selected FOIA Requests. general. 06.05.2017.corrected.docx

From: Dolph, Becky
Sent: Friday, June 9, 2017 5:27 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron; Konkus, John; Bowman, Liz; Fine, Steven; Graham, Amy
Subject: Selected Incoming FOIAs -- week of 6/5/2017 -- corrected

For the purists among us, attached is new file of selected incoming FOIA requests with the correct date in the header.... Have a good weekend!

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

From: Dolph, Becky
Sent: Friday, June 09, 2017 5:22 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Konkus, John <konkus.john@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Graham, Amy <graham.amy@epa.gov>
Subject: Selected Incoming FOIAs -- week of 6/5/2017

The Agency received 256 FOIA requests from 6/3/2017 – 6/9/2017. The 51 requests summarized in the attached file may be of interest.

Thanks,

Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:18 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 6/12/2017
Attachments: Selected FOIA Requests. general. 06.12.2017.docx

From: Dolph, Becky
Sent: Friday, June 16, 2017 1:33 PM
To: Minoli, Kevin; Packard, Elise; Jackson, Ryan; Dravis, Samantha; Hull, George; Grantham, Nancy; Brown, Byron; Konkus, John; Bowman, Liz; Fine, Steven; Graham, Amy
Subject: Selected Incoming FOIAs -- week of 6/12/2017

The Agency received 238 FOIA requests from 6/10/2017 – 6/16/2017. The 36 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:17 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 6/19/2017

From: Blake, Wendy
Sent: Tuesday, June 27, 2017 7:48 AM
To: Packard, Elise
Cc: Youngblood, Charlotte
Subject: Fw: Selected Incoming FOIAs -- week of 6/19/2017

Elise -

(b)(5) deliberative

Wendy

From: Minoli, Kevin
Sent: Monday, June 26, 2017 8:25 PM
To: Dolph, Becky
Cc: Blake, Wendy; Baptist, Erik; Youngblood, Charlotte
Subject: Re: Selected Incoming FOIAs -- week of 6/19/2017

I think that would be great.

(b)(5) deliberative

Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On Jun 26, 2017, at 6:37 PM, Dolph, Becky <Dolph.Becky@epa.gov> wrote:

Wendy already gets the weekly list. Perhaps Eric and Charlotte should be added as recipients as well?

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Blake, Wendy
Sent: Monday, June 26, 2017 3:54 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>;
Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: RE: Selected Incoming FOIAs -- week of 6/19/2017

Excellent point Kevin.

(b)(5) deliberative

Wendy

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Minoli, Kevin

Sent: Monday, June 26, 2017 3:39 PM

To: Dolph, Becky <Dolph.Becky@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>

Subject: RE: Selected Incoming FOIAs -- week of 6/19/2017

(b)(5) deliberative



Kevin S. Minoli

Acting General Counsel

Office of General Counsel

US Environmental Protection Agency

Main Office Line: 202-564-8040

From: Dolph, Becky

Sent: Monday, June 26, 2017 1:13 PM

To: Jackson, Ryan <jackson.ryan@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Konkus, John <konkus.john@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>

Subject: RE: Selected Incoming FOIAs -- week of 6/19/2017

Will do. We've done that coordination with OCIR in the past fairly well on the FOIAs handled by my office, but we need to make sure everyone is on the same page now.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Jackson, Ryan

Sent: Monday, June 26, 2017 1:09 PM

To: Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Konkus, John <konkus.john@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Graham, Amy <graham.amy@epa.gov>

Subject: RE: Selected Incoming FOIAs -- week of 6/19/2017

Becky, please include Troy Lyons on these notices as well.

We need to coordinate the responses with OCIR so that the Hill receives responses on or about the time that a FOIA recipient receives a response from us. Additionally, we need to coordinate so that the same information is being provided and that all of the Agency is in the loop on what is being compiled so we aren't duplicating efforts.

Thanks.

From: Dolph, Becky

Sent: Friday, June 23, 2017 1:56 PM

To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Konkus, John <konkus.john@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Graham, Amy <graham.amy@epa.gov>

Subject: Selected Incoming FOIAs -- week of 6/19/2017

The Agency received 243 FOIA requests from 6/17/2017 – 6/24/2017. The 44 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:16 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 6/26/2017
Attachments: Selected FOIA Requests. general. 06.26.2017.docx

From: Dolph, Becky
Sent: Friday, June 30, 2017 6:13 PM
To: Jackson, Ryan; Dravis, Samantha; Brown, Byron; Bowman, Liz; Konkus, John; Lyons, Troy; Graham, Amy; Baptist, Erik; Minoli, Kevin; Packard, Elise; Fine, Steven; Hull, George; Grantham, Nancy
Subject: Selected Incoming FOIAs -- week of 6/26/2017

The Agency received 217 FOIA requests from 6/24/2017 – 6/30/2017. The 67 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:15 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 7/3/2017
Attachments: Selected FOIA Requests. general. 07.03.2017..docx

From: Dolph, Becky
Sent: Friday, July 7, 2017 4:56 PM
To: Jackson, Ryan; Dravis, Samantha; Brown, Byron; Bowman, Liz; Konkus, John; Lyons, Troy; Graham, Amy; Baptist, Erik; Minoli, Kevin; Packard, Elise; Fine, Steven; Hull, George; Grantham, Nancy
Subject: Selected Incoming FOIAs -- week of 7/3/2017

The Agency received 167 FOIA requests from 7/1/2017 – 7/7/2017. The 37 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:14 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 7/10/2017
Attachments: Selected FOIA Requests. general. 07.10.2017.docx

From: Dolph, Becky
Sent: Friday, July 14, 2017 5:24 PM
To: Jackson, Ryan; Dravis, Samantha; Brown, Byron; Bowman, Liz; Konkus, John; Lyons, Troy; Graham, Amy; Baptist, Erik; Minoli, Kevin; Packard, Elise; Fine, Steven; Hull, George; Grantham, Nancy
Subject: Selected Incoming FOIAs -- week of 7/10/2017

The Agency received 225 FOIA requests from 7/8/2017 – 7/14/2017. The 43 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:14 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 7/17/2017
Attachments: Selected FOIA Requests. general. 07.17.2017.docx

From: Dolph, Becky
Sent: Friday, July 21, 2017 5:56 PM
To: Jackson, Ryan; Dravis, Samantha; Brown, Byron; Bowman, Liz; Konkus, John; Lyons, Troy; Graham, Amy; Baptist, Erik; Minoli, Kevin; Packard, Elise; Fine, Steven; Hull, George; Grantham, Nancy
Subject: Selected Incoming FOIAs -- week of 7/17/2017

The Agency received 252 FOIA requests from 7/15/2017 – 7/21/2017. The 47 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:13 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 7/24/2017
Attachments: Selected FOIA Requests. general. 07.24.2017. docx.docx

From: Dolph, Becky
Sent: Friday, July 28, 2017 7:06 PM
To: Jackson, Ryan; Dravis, Samantha; Brown, Byron; Bowman, Liz; Konkus, John; Lyons, Troy; Graham, Amy; Baptist, Erik; Minoli, Kevin; Packard, Elise; Fine, Steven; Hull, George; Grantham, Nancy
Subject: Selected Incoming FOIAs -- week of 7/24/2017

The Agency received 226 FOIA requests from 7/22/2017 – 7/28/2017. The 33 requests summarized in the attached file may be of interest. Note that I will be out the office until 8/8 so next week's report may be delayed.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:13 PM
To: Hammitt, Jennifer
Subject: Fw: Selected incoming FOIAs -- week of 8/14/2017
Attachments: Selected FOIA Requests. general. 08.14.2017.docx

From: Dolph, Becky
Sent: Friday, August 18, 2017 4:26 PM
To: Jackson, Ryan; Dravis, Samantha; Brown, Byron; Bowman, Liz; Konkus, John; Lyons, Troy; Graham, Amy; Baptist, Erik; Minoli, Kevin; Packard, Elise; Fine, Steven; Hull, George; Grantham, Nancy
Subject: Selected incoming FOIAs -- week of 8/14/2017

The Agency received 165 FOIA requests from 8/12/2017 – 8/18/2017. The 16 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:11 PM
To: Hammitt, Jennifer
Subject: Fw: Selected incoming FOIAs -- week of 8/21/2017
Attachments: Selected FOIA Requests. general. 08.21.2017.docx

From: Dolph, Becky
Sent: Friday, August 25, 2017 6:03 PM
To: Jackson, Ryan; Dravis, Samantha; Brown, Byron; Bowman, Liz; Konkus, John; Lyons, Troy; Graham, Amy; Baptist, Erik; Minoli, Kevin; Packard, Elise; Fine, Steven; Hull, George; Grantham, Nancy
Subject: Selected incoming FOIAs -- week of 8/21/2017

The Agency received 213 FOIA requests from 8/19/2017 – 8/25/2017. The 41 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Packard, Elise
Sent: Sunday, April 08, 2018 8:09 PM
To: Hammitt, Jennifer
Subject: Fw: Selected Incoming FOIAs -- week of 8/28/2017
Attachments: Selected FOIA Requests. general. 08.28.2017.docx

From: Dolph, Becky
Sent: Monday, September 4, 2017 6:47 PM
To: Jackson, Ryan; Dravis, Samantha; Brown, Byron; Bowman, Liz; Konkus, John; Lyons, Troy; Graham, Amy; Baptist, Erik; Minoli, Kevin; Packard, Elise; Fine, Steven; Hull, George; Grantham, Nancy
Subject: Selected Incoming FOIAs -- week of 8/28/2017

The Agency received 207 FOIA requests from 8/26/2017 – 9/1/2017. The 46 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

Hammitt, Jennifer

From: Miller, Kevin
Sent: Tuesday, April 10, 2018 9:20 AM
To: Hammitt, Jennifer
Subject: urgent FOIA search
Attachments: Complex FOIAs Practice Pointers & Tips FIRST DRAFT (5-1-17).docx

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Dolph, Becky
Sent: Monday, May 01, 2017 7:16 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Subject: FW: Complex FOIAs: Practice Pointers & Tips - First Draft

FYI – I will start looking at this tomorrow. thanks.

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

From: Rementer, Nicole
Sent: Monday, May 01, 2017 7:01 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Complex FOIAs: Practice Pointers & Tips - First Draft

Becky:

As promised, here is the first draft of the COMPLEX FOIAs: PRACTICE POINTERS & TIPS.

(b)(5) deliberative



I hope this is the substantive draft you're seeking. I look forward to the comments and discussions!

Nicole

Nicole M. Rementer

Attorney-Adviser | FOIA Expert Assistance Team (FEAT)
U.S. Environmental Protection Agency | Office of General Counsel
7340K WJCN | 202.564.3692
rementer.nicole@epa.gov

From: [Bowman, Liz](#)
To: [Hammitt, Jennifer](#)
Subject: Fw: AO FOIA Centralization Pilot Project
Date: Monday, April 09, 2018 10:20:28 AM
Attachments: [AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx](#)
[AO FOIA Centralization Project. Qs and As. 07.21.2017.docx](#)

From: Bowman, Liz
Sent: Thursday, July 27, 2017 7:24 PM
To: AO OPA Everyone
Subject: AO FOIA Centralization Pilot Project

MEMORANDUM

FROM: Liz Bowman, AA Office of Public Affairs
TO: Office of Public Affairs Staff
SUBJECT: AO FOIA Centralization Pilot Project

Our office has been asked by the Chief of Staff to participate in a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR).

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017 all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189% over a 5-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the Agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team (FEAT), will work together to meet this unprecedented need. Below is information regarding the pilot.

Attached you will find a description of the project as well as a questions and answers document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments

- AO FOIA Centralization Pilot Project Description
- Questions and Answers for Employees

From: [Bowman, Liz](#)
To: [Hammitt, Jennifer](#)
Subject: Fw: AO FOIA Centralization Pilot Project Proposal
Date: Monday, April 09, 2018 10:19:10 AM
Attachments: [AO FOIA Centralization Pilot Project Proposal. 07.10.17.docx](#)

From: Bowman, Liz
Sent: Monday, April 9, 2018 10:18 AM
To: Hammitt, Jennifer
Subject: Fw: AO FOIA Centralization Pilot Project Proposal

From: Jackson, Ryan
Sent: Wednesday, July 19, 2017 5:36 PM
To: Dolph, Becky; Minoli, Kevin
Cc: Dravis, Samantha; Lyons, Troy; Bowman, Liz; Brown, Byron
Subject: RE: AO FOIA Centralization Pilot Project Proposal

From: Dolph, Becky
Sent: Wednesday, July 19, 2017 5:35 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Cc: Dravis, Samantha <dravis.samantha@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Brown, Byron <brown.byron@epa.gov>
Subject: RE: AO FOIA Centralization Pilot Project Proposal

I have not seen the document with your edits. If you would like to have someone send it to me, I can create a final plan. I have also put together a draft implementation plan and staff communications piece that Kevin is looking at now.

Becky Dolph | Director, FOIA Expert Assistance Team Office
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

From: Jackson, Ryan
Sent: Wednesday, July 19, 2017 5:31 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>

Cc: Dravis, Samantha <dravis.samantha@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <[Bowman.Liz@epa.gov](mailto: Bowman.Liz@epa.gov)>; Brown, Byron <brown.byron@epa.gov>
Subject: RE: AO FOIA Centralization Pilot Project Proposal

This doesn't include my edits from earlier this week.

From: Dolph, Becky
Sent: Tuesday, July 18, 2017 12:23 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Dravis, Samantha <dravis.samantha@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <[Bowman.Liz@epa.gov](mailto: Bowman.Liz@epa.gov)>; Brown, Byron <brown.byron@epa.gov>
Subject: RE: AO FOIA Centralization Pilot Project Proposal

Per Kevin's email below, below is revised AO FOIA centralization pilot proposal. (b)(5) deliberative
[REDACTED]

Please let me know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Minoli, Kevin
Sent: Tuesday, July 18, 2017 7:34 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Dravis, Samantha <dravis.samantha@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <[Bowman.Liz@epa.gov](mailto: Bowman.Liz@epa.gov)>; Brown, Byron <brown.byron@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Re: AO FOIA Centralization Pilot Project Proposal

Thanks Ryan and all of the folks CC'd on your email for the support for improving FOIA responses in your offices and eventually across EPA. After meeting with some of your key staff as well as Brian hope from OEX, Becky has a revised version of the pilot that she can send around for folks to take a look at. She will also sit down again with Brian to get his feedback and buy-in as OEX will be essential in the immediate and longer-term future of the effort.

If folks would like to send any questions in addition to the ones people have already asked, Becky can consolidate them and share the questions and answers with folks who are interested. She has also begun the process of developing a roll out and communications plan for how to introduce the effort to people in the various offices. When she has all of your

feedback and a draft plan that is ready for review we will share that with everyone. [REDACTED]

(b)(5) deliberative

Thanks, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On Jul 16, 2017, at 4:53 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I appreciate the work on centralizing and frankly modernizing the FOIA process at EPA.

(b)(5) deliberative

From: Minoli, Kevin
Sent: Monday, July 10, 2017 2:56 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: AO FOIA Centralization Pilot Project Proposal

Ryan- As requested, OGC has prepared a proposal for centralizing key portions of the AO FOIA request process under the direction of new FEAT Team Members. Please let us know if you have any questions or comments, or if you would like us to set up a time to meet with you. Becky did reach out to the leadership of the affected components of the AO when drafting the Proposal and all were supportive. We have not provided them the actual draft to review, however, and will await direction from you before doing so. Finally, Becky has not reviewed my edits to the document, so while I am sure she and I are in complete agreement, I may provide a slightly updated version later today if she catches any typos, etc.

Thanks, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Office Line: 202-564-8040
Direct Dial: 202-564-5551

<AO FOIA Centralization Pilot Project Proposal. 07.10.17.docx>

Jackson, Ryan

From: Dolph, Becky
Sent: Tuesday, July 18, 2017 12:23 PM
To: Minoli, Kevin; Jackson, Ryan
Cc: Dravis, Samantha; Lyons, Troy; Bowman, Liz; Brown, Byron
Subject: RE: AO FOIA Centralization Pilot Project Proposal
Attachments: AO FOIA Centralization Pilot Project Proposal. 07.10.17. final.docx Attachment withheld-
Ex 5 DPP

Per Kevin's email below, below is revised AO FOIA centralization pilot proposal.

(b)(5) deliberative

Please let me know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Minoli, Kevin
Sent: Tuesday, July 18, 2017 7:34 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Dravis, Samantha <dravis.samantha@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Re: AO FOIA Centralization Pilot Project Proposal

Thanks Ryan and all of the folks CC'd on your email for the support for improving FOIA responses in your offices and eventually across EPA. After meeting with some of your key staff as well as Brian hope from OEX, Becky has a revised version of the pilot that she can send around for folks to take a look at. She will also sit down again with Brian to get his feedback and buy-in as OEX will be essential an the immediate and longer-term future of the effort.

If folks would like to send any questions in addition to the ones people have already asked, Becky can consolidate them and share the questions and answers with folks who are interested. She has also begun the process of developing a roll out and communications plan for how to introduce the effort to people in the various offices. When she has all of your feedback and a draft plan that is ready for review we will share that with everyone. In the meantime Ryan, I will reach out and connect with you regarding the FTE associated with this initiative.

Thanks, Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On Jul 16, 2017, at 4:53 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

I appreciate the work on centralizing and frankly modernizing the FOIA process at EPA. (b)(5) deliberative

[REDACTED]

From: Minoli, Kevin
Sent: Monday, July 10, 2017 2:56 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: AO FOIA Centralization Pilot Project Proposal

Ryan- As requested, OGC has prepared a proposal for centralizing key portions of the AO FOIA request process under the direction of new FEAT Team Members. Please let us know if you have any questions or comments, or if you would like us to set up a time to meet with you. Becky did reach out to the leadership of the affected components of the AO when drafting the Proposal and all were supportive. We have not provided them the actual draft to review, however, and will await direction from you before doing so. Finally, Becky has not reviewed my edits to the document, so while I am sure she and I are in complete agreement, I may provide a slightly updated version later today if she catches any typos, etc. 😊

Thanks, Kevin

Kevin S. Minoli

Acting General Counsel

Office of General Counsel

US Environmental Protection Agency

Office Line: 202-564-8040

Direct Dial: 202-564-5551

<AO FOIA Centralization Pilot Project Proposal. 07.10.17.docx>

From: [Moser, Rebecca](#)
To: [Fine, Steven](#)
Cc: [Simon, Harvey](#); [Gottesman, Larry](#); [Byrd, Jonda](#)
Subject: FOIA Awareness Approach
Date: Thursday, August 03, 2017 10:10:00 PM
Attachments: [Proposed Revised FOIA Awareness Process - 08-02-2017.docx](#)

Steve:

Attached is a *revised version* of the FOIA Awareness Process talking points that we provided to Harvey for the July 27th DAA/DRA meeting. Harvey had asked whether we should send out a follow-up email. We defer to you on that . . . here is a brief overview of the process, in case you or Harvey need it.

Rebecca

Rebecca Moser, Director

Office of Enterprise Information Programs (OEIP)

Office of Environmental Information (OEI)

U.S. Environmental Protection Agency

Phone: 202-566-0252

Fax: 202-566-1624

From: [Gottesman, Larry](#)
To: [Fine, Steven](#)
Cc: [Moser, Rebecca](#); [Byrd, Jonda](#)
Subject: FOIA options 6-6-17.docx
Date: Tuesday, June 06, 2017 1:18:31 PM
Attachments: [FOIA options 6-6-17.docx](#)

I hope this is useful and what you were looking for. I would like to explore these and other opportunities to improve the FOIA process at EPA.

Thanks

Larry F. Gottesman
Agency FOIA Officer
202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: [Gottesman, Larry](#)
To: [Moser, Rebecca](#)
Subject: FW: FOIA Initiative.docx
Date: Thursday, June 08, 2017 3:13:32 PM
Attachments: [FOIA Initiative.docx](#)

Becky hope to get something back later tonight.

Larry

From: Gottesman, Larry
Sent: Thursday, June 08, 2017 11:07 AM
To: Dolph, Becky
Subject: FOIA Initiative.docx

Steve asked me to put together a proposal to address the concerns expressed on Wednesday, regarding FOIA. This is just a thought piece and please edit as you seem appropriate. No pride of authorship here.

Please take a look and give me your comments today. Steve wanted something by Friday, if possible and I may be out not available on Friday. Not sure on that yet, but it is my current plan.

Larry F. Gottesman

Agency FOIA Officer

202-566-2162 (Direct line)

202-689-4588 (Mobile)

Subject: FW: For your awareness -- Flint FOIA production slated for 12/21/16

Fyi . . .

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Dolph, Becky

Sent: Friday, June 09, 2017 2:09 PM

To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>

Subject: FW: For your awareness -- Flint FOIA production slated for 12/21/16

fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Dolph, Becky

Sent: Friday, December 16, 2016 11:02 AM

To: Beauvais, Joel <Beauvais.Joel@epa.gov>; Distefano, Nichole <DiStefano.Nichole@epa.gov>; Benenati, Frank <benenati.frank@epa.gov>; Kaplan, Robert <kaplan.robert@epa.gov>; Garbow, Avi <Garbow.Avi@epa.gov>

Cc: Grevatt, Peter <Grevatt.Peter@epa.gov>; Asher, Jonathan <Asher.Jonathan@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Nelson, Leverett <nelson.leverett@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Mitchell, Stacey <Mitchell.Stacey@epa.gov>

Subject: For your awareness -- Flint FOIA production slated for 12/21/16

For your awareness -- On Wednesday, 12/21/2016, we plan to make a large interim FOIA production of documents on Flint. The documents fall into 2 categories: 1) Corrosion Control and Lead Levels and 2) Region 5 Call Notes. More details on the 2 categories:

1) Corrosion Control and Lead Levels:

This part of the release consists of 43,094 pages of material responsive to multiple requesters. These documents have been reviewed by Region 5 ORC, OCIR, OGWDWB, OPA, AO, and the FEAT. Some, but not all, of these documents have been previously released to Congress.

This part of the release DOES contain 1553 pages of documents flagged documents which were flagged for upper management review. You can access those documents flagged for upper management review at the link below. Also at the link below is an index of all of the documents slated for release under this part of the production. If you would like to access all 43,094 pages of documents, please contact Denise Walker of the FEAT at 202-564-6520.

[Corrosion Control and Lead Level December Release. Full index and UM docs.](#)

2) Region 5 Call Notes

The second part of the release consists of documents are responsive to a request from NRDC. These documents are notes from 8 semi-annual calls between EPA and MDEQ and 4 documents related to EPA annual evaluation of the state water program. These documents have been reviewed by Region 5 ORC, OCIR, OPA, and the FEAT. None of these documents has been flagged for upper management review.

You may view the documents to be released under this part of the production here:

[Region 5 Call Notes](#)

If you have any questions, please let me know.

Thanks,

Becky

Becky Dolph | Director, FOIA Expert Assistance Team
[U.S Environmental Protection Agency](#)
[Office of General Counsel](#) | 7309B WJCN | 202-564-5771

From: [Dolph, Becky](#)
To: [Moser, Rebecca](#); [Byrd, Jonda](#); [Gottesman, Larry](#)
Cc: [Blake, Wendy](#)
Subject: Informal Process for FOIA Awareness Reviews - 06-09-2017. dolph comments. docx.docx
Date: Monday, June 12, 2017 9:56:25 AM
Attachments: [Informal Process for FOIA Awareness Reviews - 06-09-2017. dolph comments. docx.docx](#)

Hi all – attached are my comments.

Thanks,

Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: [Gottesman, Larry](#)
To: [Moser, Rebecca](#)
Cc: [Byrd, Jonda](#)
Subject: Informal Process for FOIA Awareness Reviews - 06-09-2017. dolph lfg comments. docx.docx
Date: Monday, June 12, 2017 10:34:47 AM
Attachments: [Informal Process for FOIA Awareness Reviews - 06-09-2017. dolph lfg comments. docx.docx](#)

I updated Becky's version with my comments.

Thanks

Larry F. Gottesman

Agency FOIA Officer

202-566-2162 (Direct line)

202-689-4588 (Mobile)

From: [Fine, Steven](#)
To: [Gottesman, Larry](#)
Cc: [Moser, Rebecca](#)
Subject: notification
Date: Tuesday, June 13, 2017 9:05:54 PM

Larry,

Per a request from the AO, please start providing the AO 48 hours advance notice of the release of selected FOIA responses.

This notice is only for informational purposes, not to seek revisions or approval to release.

Steve

From: [Fine, Steven](#)
To: [Moser, Rebecca](#)
Cc: [Simon, Harvey](#); [Gottesman, Larry](#); [Byrd, Jonda](#)
Subject: RE: FOIA Awareness Approach
Date: Friday, August 04, 2017 7:26:54 AM

Rebecca and Larry,

Thank you. I expect Larry and I will be discussing the process with Liz and Becky next week, which could lead to further changes, so we shouldn't distribute anything at this time.

Steve

From: Moser, Rebecca
Sent: Thursday, August 3, 2017 10:11 PM
To: Fine, Steven
Cc: Simon, Harvey ; Gottesman, Larry ; Byrd, Jonda
Subject: FOIA Awareness Approach

Steve:

Attached is a *revised version* of the FOIA Awareness Process talking points that we provided to Harvey for the July 27th DAA/DRA meeting. Harvey had asked whether we should send out a follow-up email. We defer to you on that . . . here is a brief overview of the process, in case you or Harvey need it.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: [Gottesman, Larry](#)
To: [Fine, Steven](#)
Cc: [Moser, Rebecca](#); [Byrd, Jonda](#)
Subject: RE: FOIA options 6-6-17.docx
Date: Wednesday, June 07, 2017 11:10:49 AM

I spoke to my staff and they do not feel this will not be unduly burdensome to execute using FOIAonline. There are other factors that go into this recommendation, that I can discuss with you.

Thanks

Larry F. Gottesman
Agency FOIA Officer
202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Fine, Steven
Sent: Wednesday, June 07, 2017 10:57 AM
To: Gottesman, Larry
Cc: Moser, Rebecca ; Byrd, Jonda
Subject: RE: FOIA options 6-6-17.docx

Larry,

In the vein of trying to reduce workload, is there another technical approach to implementing notification that would require less work on your office? I'm not saying we want to do that, but just trying to understand options.

Thanks.

Steve

From: Gottesman, Larry
Sent: Tuesday, June 6, 2017 1:19 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FOIA options 6-6-17.docx

I hope this is useful and what you were looking for. I would like to explore these and other opportunities to improve the FOIA process at EPA.

Thanks

Larry F. Gottesman
Agency FOIA Officer
202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: [Moser, Rebecca](#)
To: [Gottesman, Larry](#)
Cc: [Byrd, Jonda](#)
Subject: RE: For your awareness -- Flint FOIA production slated for 12/21/16
Date: Monday, June 12, 2017 4:22:00 PM

Thanks, Larry. This is helpful input . . . (b)(5) deliberative

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Monday, June 12, 2017 4:17 PM
To: Moser, Rebecca
Subject: FW: For your awareness -- Flint FOIA production slated for 12/21/16

(b)(5) deliberative

Larry F. Gottesman
Agency FOIA Officer
202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moser, Rebecca
Sent: Monday, June 12, 2017 12:53 PM
To: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: For your awareness -- Flint FOIA production slated for 12/21/16

Fyi . . .

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Dolph, Becky

Sent: Friday, June 09, 2017 2:09 PM

To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>

Subject: FW: For your awareness -- Flint FOIA production slated for 12/21/16

fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Dolph, Becky

Sent: Friday, December 16, 2016 11:02 AM

To: Beauvais, Joel <Beauvais.Joel@epa.gov>; Distefano, Nichole <DiStefano.Nichole@epa.gov>; Benenati, Frank <benenati.frank@epa.gov>; Kaplan, Robert <kaplan.robert@epa.gov>; Garbow, Avi <Garbow.Avi@epa.gov>

Cc: Grevatt, Peter <Grevatt.Peter@epa.gov>; Asher, Jonathan <Asher.Jonathan@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Nelson, Leverett <nelson.leverett@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Mitchell, Stacey <Mitchell.Stacey@epa.gov>

Subject: For your awareness -- Flint FOIA production slated for 12/21/16

For your awareness – On Wednesday, 12/21/2016, we plan to make a large interim FOIA production of documents on Flint. The documents fall into 2 categories: 1) Corrosion Control and Lead Levels and 2) Region 5 Call Notes. More details on the 2 categories:

1) Corrosion Control and Lead Levels:

This part of the release consists of 43,094 pages of material responsive to multiple requesters. These documents have been reviewed by Region 5 ORC, OCIR, OGWDWB, OPA, AO, and the FEAT. Some, but not all, of these documents have been previously released to Congress.

This part of the release DOES contain 1553 pages of documents flagged documents which were flagged for upper management review. You can access those documents flagged for upper management review at the link below. Also at the link below is an index of all of the documents slated for release under this part of the production. If you would like to access all 43,094 pages of documents, please contact Denise Walker of the FEAT at 202-564-6520.

[Corrosion Control and Lead Level December Release. Full index and UM docs.](#)

2) Region 5 Call Notes

The second part of the release consists of documents are responsive to a request from NRDC. These documents are notes from 8 semi-annual calls between EPA and MDEQ and 4 documents related to EPA annual evaluation of the state water program. These documents have been reviewed by Region 5 ORC, OCIR, OPA, and the FEAT. None of these documents has been flagged for upper management review.

You may view the documents to be released under this part of the production here:

[Region 5 Call Notes](#)

If you have any questions, please let me know.

Thanks,

Becky

Becky Dolph | Director, FOIA Expert Assistance Team
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: [Moser, Rebecca](#)
To: [Dolph, Becky](#); [Gottesman, Larry](#)
Subject: Revised Draft FOIA Awareness Process
Date: Monday, June 12, 2017 11:06:00 AM
Attachments: [Informal Process for FOIA Awareness Reviews - 06-09-2017 dolph_gottesman_moser comments.docx](#)
[Informal Process for FOIA Awareness Reviews - 06-12-2017 - clean copy.docx](#)

Becky & Larry:

Attached for your review are the draft process with all of our edits/revisions, as well as a clean copy. Take a quick look and let me know if you think the clean copy is ready for the noon meeting. Thank you both!

Rebecca

Rebecca Moser, Director

Office of Enterprise Information Programs (OEIP)

Office of Environmental Information (OEI)

U.S. Environmental Protection Agency

Phone: 202-566-0252

Fax: 202-566-1624

From: [Moser, Rebecca](#)
To: [Simon, Harvey](#); [Fine, Steven](#)
Subject: Talking Points for DAA/DRA Meeting
Date: Wednesday, July 26, 2017 8:36:00 PM
Attachments: [Tpts on SPOCs for July 27th DAA Mtg - V6 - 07-26-2017 - clean copy.docx](#)
[Tpts on FOIA Notification Process for July 27th DAA-DRA Teleconf - 07-26-2017 - clean copy.docx](#)

Steve & Harvey:

Attached are the latest versions of the talking points for the DAA/DRA meeting tomorrow on

1. SPOCs for Discovery Services – reducing the numbers & training/coordinating the SPOCs
2. FOIA notification process for specified FOIA responses

Please let me know if you have any questions.

Rebecca

Rebecca Moser, Director

Office of Enterprise Information Programs (OEIP)

Office of Environmental Information (OEI)

U.S. Environmental Protection Agency

Phone: 202-566-0252

Fax: 202-566-1624

Hammitt, Jennifer

From: Fine, Steven
Sent: Tuesday, June 13, 2017 9:06 PM
To: Gottesman, Larry
Cc: Moser, Rebecca
Subject: notification

Larry,

Per a request from the AO, please start providing the AO 48 hours advance notice of the release of selected FOIA responses.

This notice is only for informational purposes, not to seek revisions or approval to release.

Steve

Hammitt, Jennifer

From: Fine, Steven
Sent: Tuesday, August 22, 2017 5:09 PM
To: Jackson, Ryan; Dolph, Becky
Cc: Bowman, Liz; Lyons, Troy; Dravis, Samantha; Chmielewski, Kevin; Baptist, Erik; Bolen, Brittany; Hope, Brian; Minoli, Kevin; Packard, Elise; Fugh, Justina
Subject: RE: Follow-up to FOIA Discussion
Attachments: Two years and older pending.xls

All,

Following up on yesterday's meeting and today's emails...

Review and Releasing Responses

Regarding review of responses to FOIA requests prior to release, towards the end of the meeting Ryan asked that nothing be released without OCIR reviewing. I have talked with Troy and he would only like to review a subset of requests. He and his staff will work from Becky's lists to identify which requests. OCIR has already reviewed lists from earlier in the year and have provided a list of requests of interest to the National FOIA Office.

For responses to FOIA requests that have been flagged by the AO and that are managed by the National FOIA Office, the Office will not release responses until the AO gives the OK.

Responses to requests that have not been flagged by the AO will be released as they are completed by the responsible offices.

If I have misunderstood anything, please let me know.

Open Requests Submitted More than 2 Years Ago

There are 211 open FOIA requests that were submitted prior to 8/21/2015. The attachment lists these by office/region. The National FOIA Office will start contacting these offices to ask for an anticipated completion date. For requests that cannot be completed in a timely manner (e.g., 30 days), the FOIA Office will ask why (e.g., review of issues related to confidential business information). I'll provide a consolidated set of responses back to the group.

Steve

-----Original Message-----

From: Jackson, Ryan
Sent: Tuesday, August 22, 2017 8:41 AM
To: Dolph, Becky
Cc: Bowman, Liz ; Lyons, Troy ; Dravis, Samantha ; Chmielewski, Kevin ; Baptist, Erik ; Bolen, Brittany ; Fine, Steven ; Hope, Brian ; Minoli, Kevin ; Packard, Elise ; Fugh, Justina
Subject: Re: Follow-up to FOIA Discussion

(b)(5) deliberative

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

> On Aug 21, 2017, at 10:52 PM, Dolph, Becky <Dolph.Becky@epa.gov> wrote:

>

> Absolutely. I will start working with Steve's office on this tomorrow.

>

> Sent from my iPhone

>

>> On Aug 21, 2017, at 9:43 PM, Bowman, Liz <Bowman.Liz@epa.gov> wrote:

>>

>> Thanks, Becky.

(b)(5) deliberative

>>

>> Thanks again - Liz

>>

>> Sent from my iPhone

>>

>>> On Aug 21, 2017, at 8:59 PM, Dolph, Becky <Dolph.Becky@epa.gov> wrote:

>>>

>>> Office

Blake, Wendy

From: Dolph, Becky
Sent: Friday, April 07, 2017 6:11 PM
To: OGC FEAT
Cc: Blake, Wendy; Miller, Kevin; Byrd, Jonda; Hope, Brian
Subject: FW: Selected Incoming FOIAs -- week of 4/3/2017
Attachments: Selected FOIA Requests. general. 04.03.2017.docx

fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Dolph, Becky
Sent: Friday, April 07, 2017 6:10 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Konkus, John <konkus.john@epa.gov>; Freire, JP <Freire.JP@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Selected Incoming FOIAs -- week of 4/3/2017

The Agency received 277 FOIA requests from 4/1/2017 – 4/7/2017. The requests below may be of interest. Please let me know if questions.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Selected FOIA Requests – Week of 4/3/2017

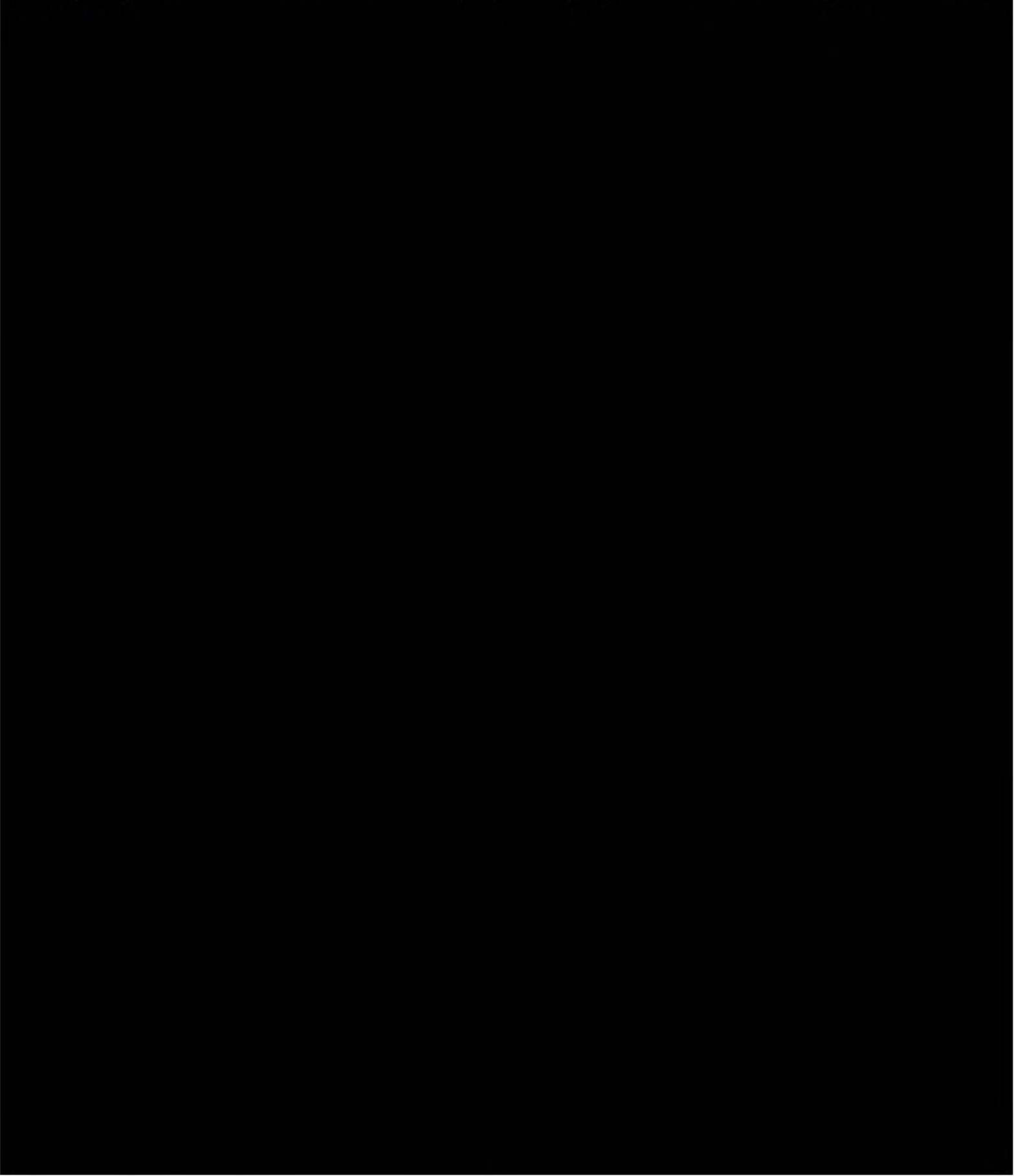
(b)(5) deliberative, (b)(5) attorney-client



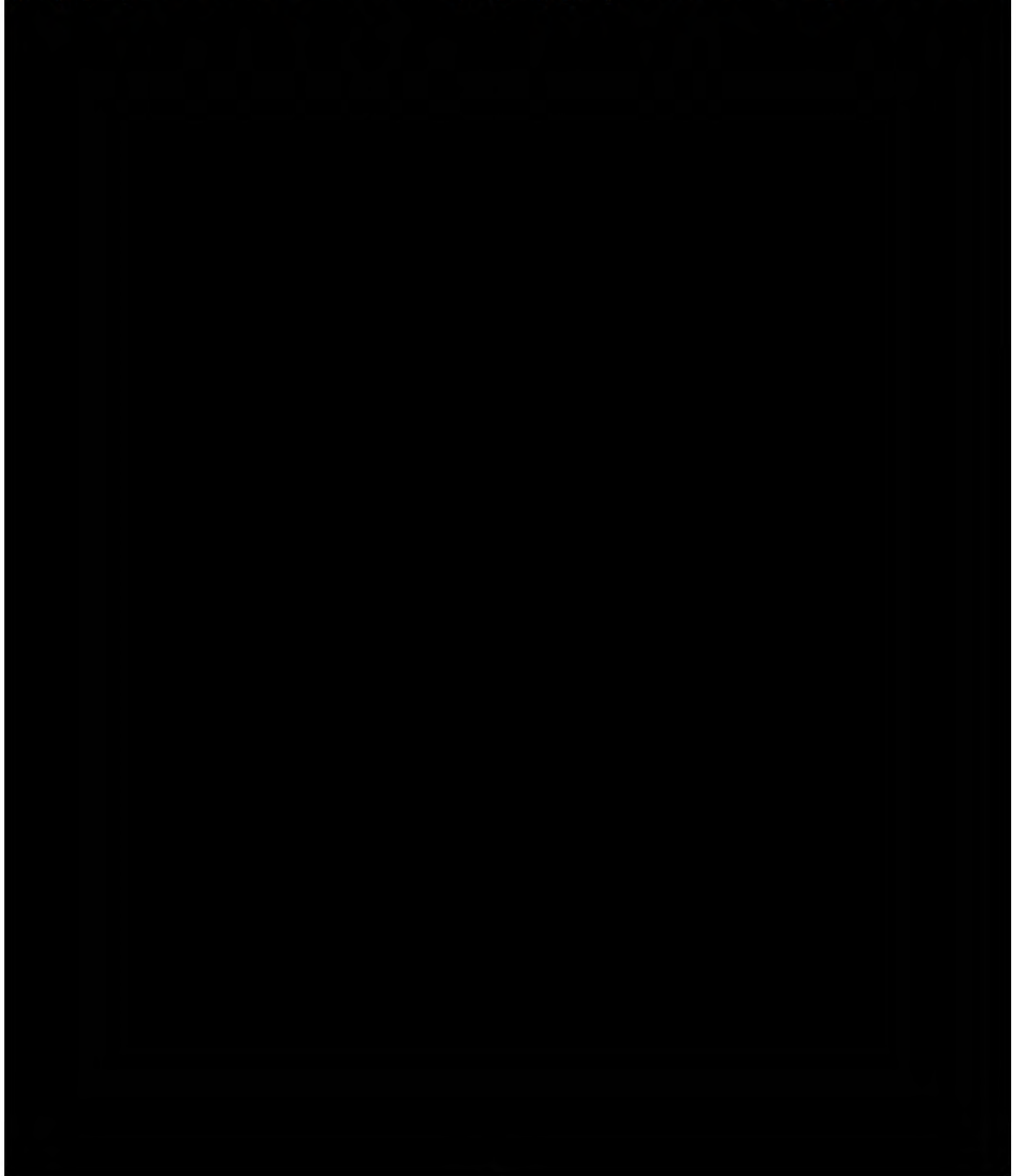
(b)(5) deliberative, (b)(5) attorney-client



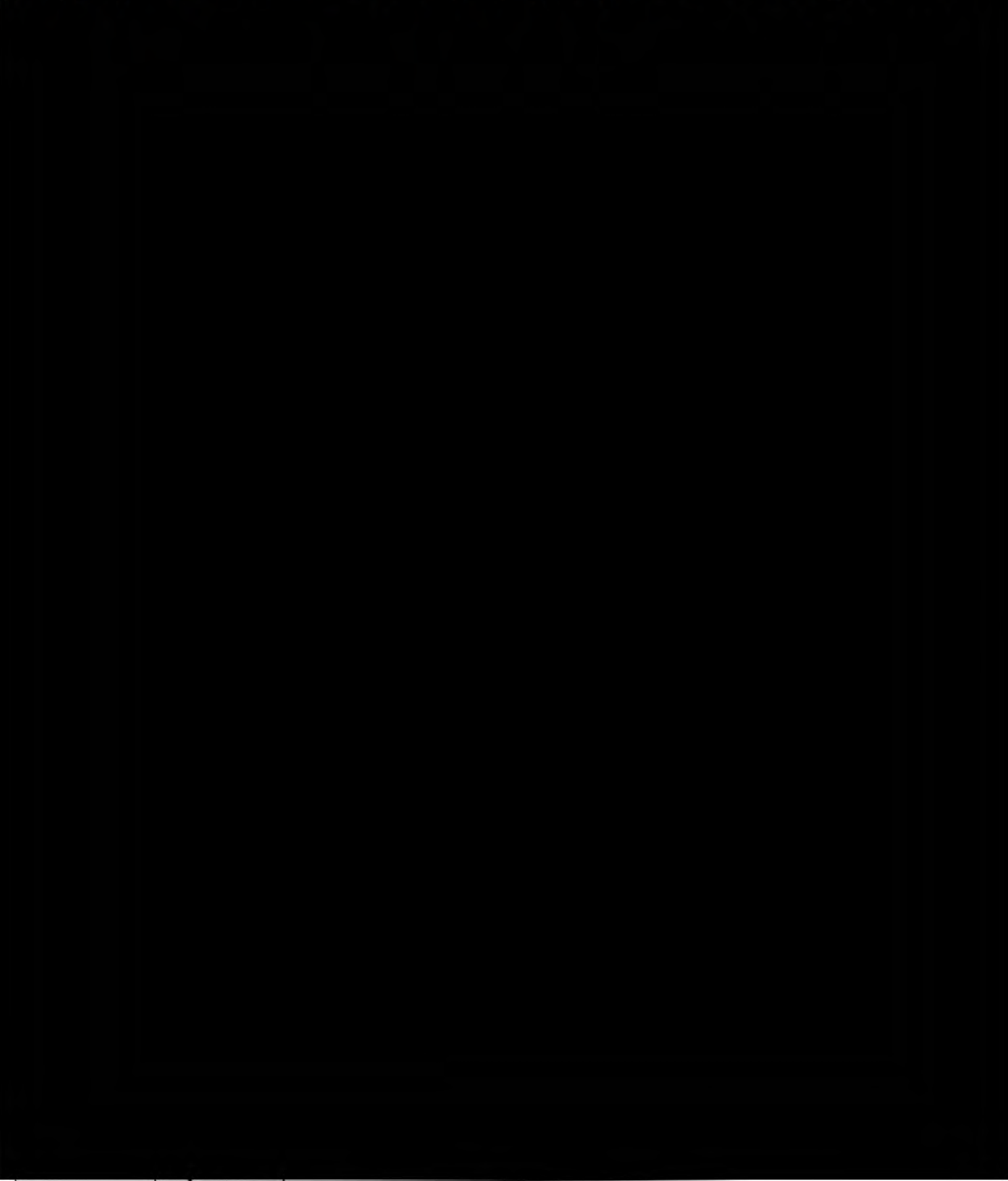
(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) attorney-client, (b)(5) deliberative

Blake, Wendy

From: Dolph, Becky
Sent: Friday, April 14, 2017 2:48 PM
To: OGC FEAT
Cc: Blake, Wendy; Miller, Kevin; Byrd, Jonda; Hope, Brian
Subject: FW: Selected Incoming FOIAs -- week of 4/10/2017
Attachments: Selected FOIA Requests. general. 04.10.2017.docx

fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Dolph, Becky
Sent: Friday, April 14, 2017 2:47 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Konkus, John <konkus.john@epa.gov>; Freire, JP <Freire.JP@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Selected Incoming FOIAs -- week of 4/10/2017

The Agency received 240 FOIA requests from 4/8/2017 – 4/14/2017. The requests below may be of interest. Please let me know if questions.

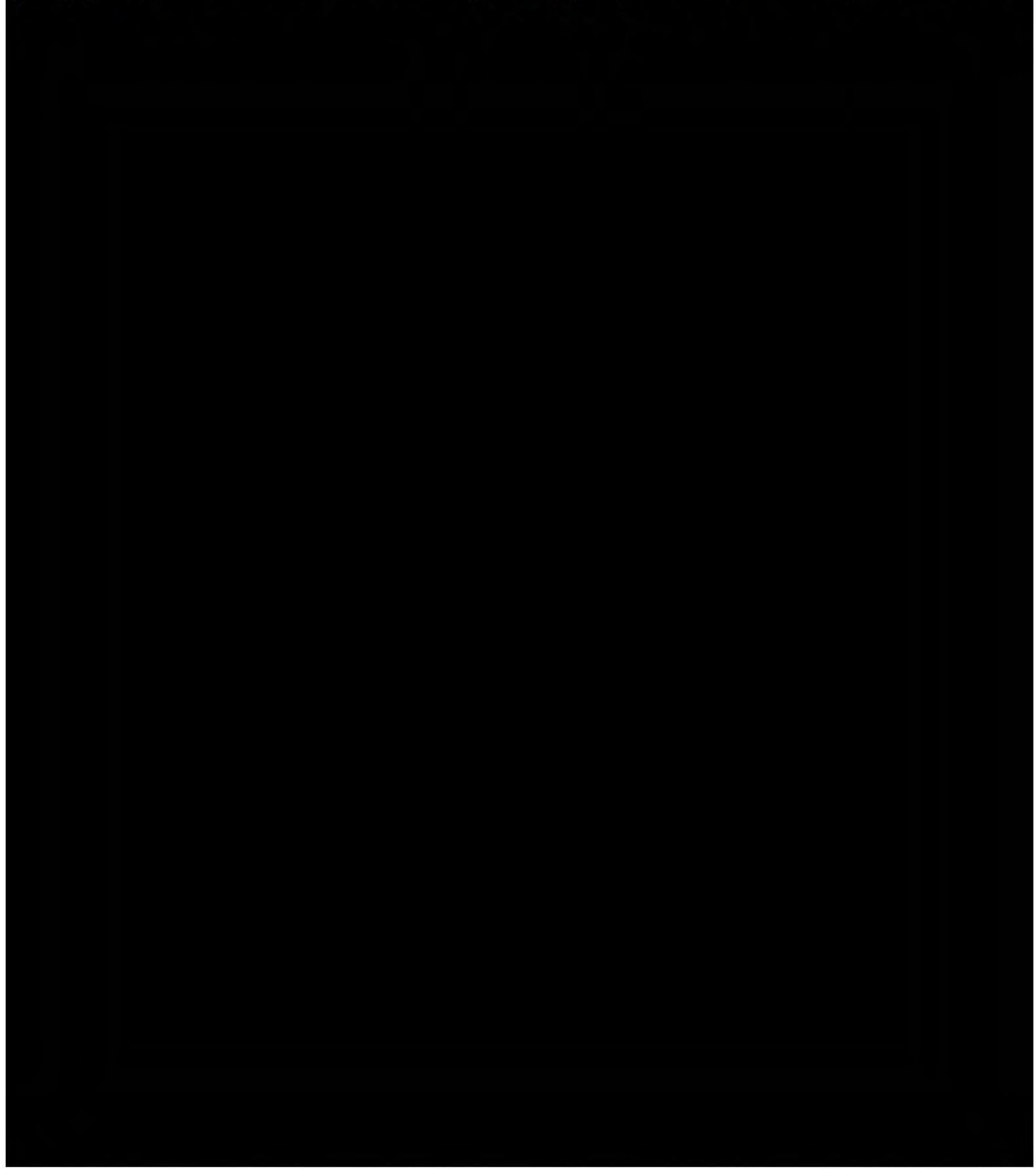
Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

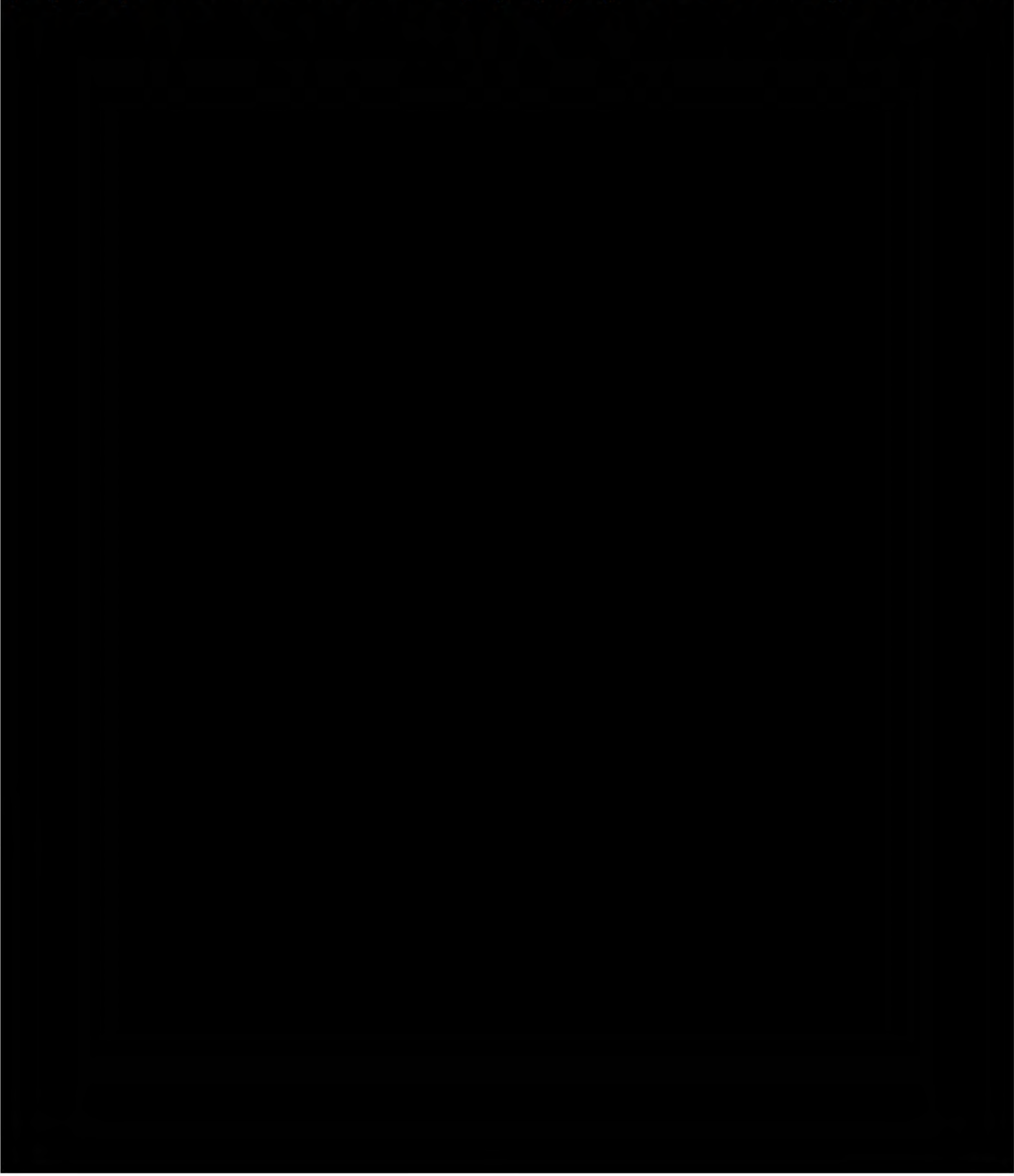
Selected FOIA Requests – Week of 4/10/2017



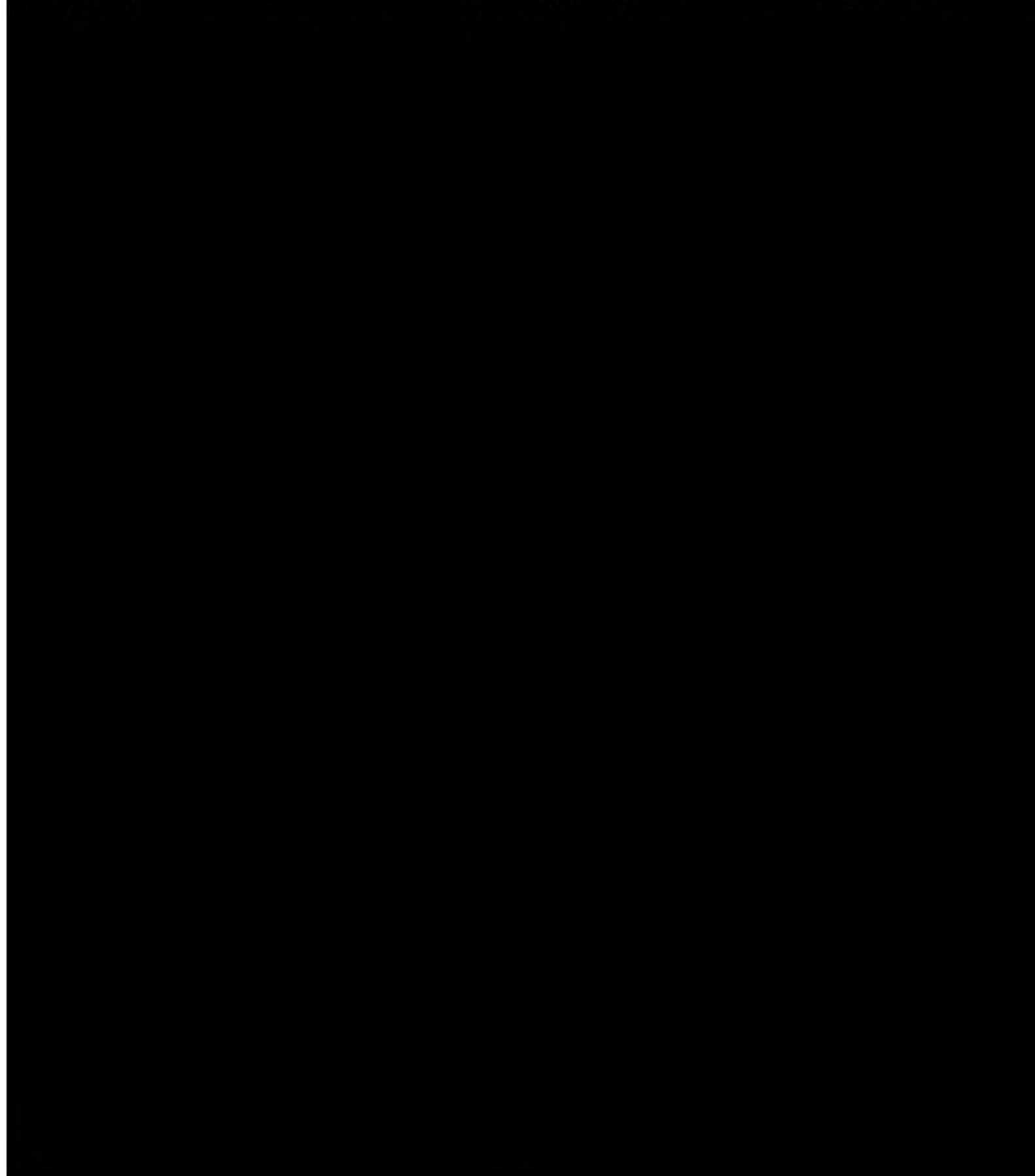
(b)(5) deliberative, (b)(5) attorney-client




(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



Blake, Wendy

From: Dolph, Becky
Sent: Friday, April 21, 2017 6:07 PM
To: OGC FEAT
Cc: Blake, Wendy; Miller, Kevin; Byrd, Jonda; Hope, Brian
Subject: FW: Selected Incoming FOIAs -- week of 4/17/2017
Attachments: Selected FOIA Requests. general. 04.17.2017. docx.docx

Attachment Withheld
Ex 5 - AC, DPP

FYI

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Dolph, Becky
Sent: Friday, April 21, 2017 6:07 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Konkus, John <konkus.john@epa.gov>; Freire, JP <Freire.JP@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Selected Incoming FOIAs -- week of 4/17/2017

The Agency received 274 FOIA requests from 4/15/2017 – 4/21/2017. The requests below may be of interest.

Based on the number of FOIAs received daily since 2/17/2017, the Agency is on track to receive over 12,800 FOIAs in FY17, which would be the most requests received in at least the last 10 years, if not longer.

Please let me know if questions.

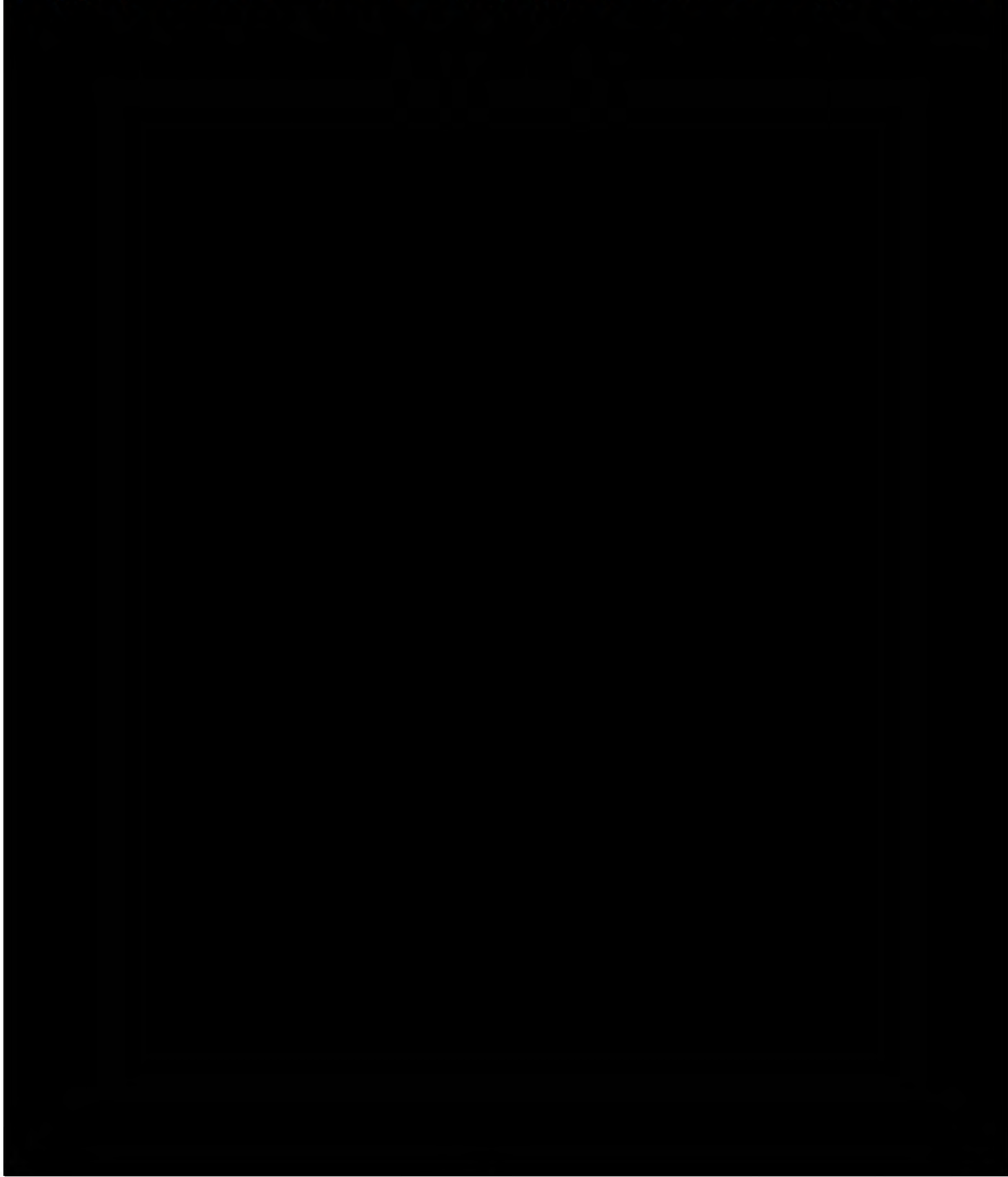
Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

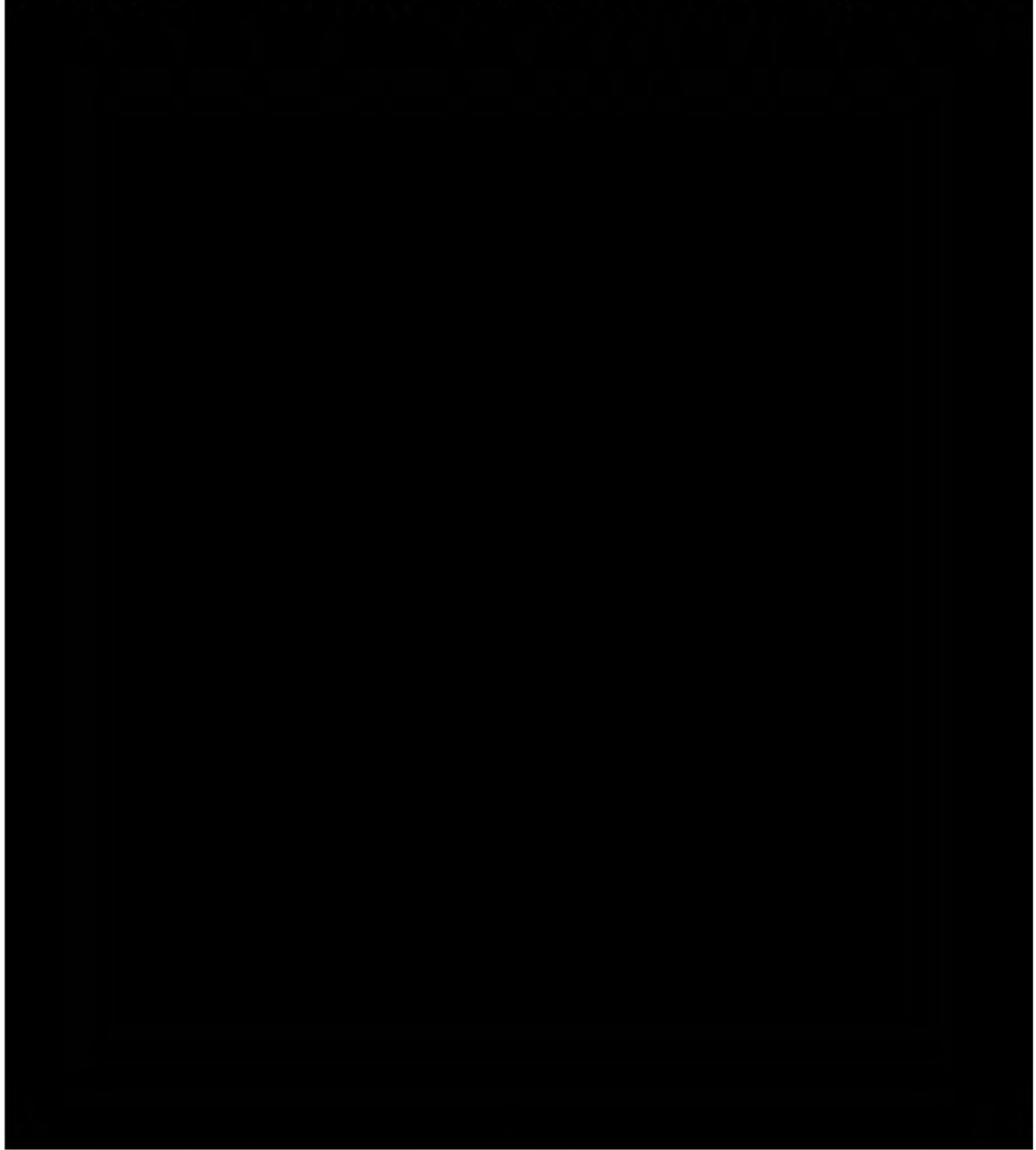
Selected FOIA Requests – Week of 4/17/2017

(b)(5) deliberative, (b)(5) attorney-client

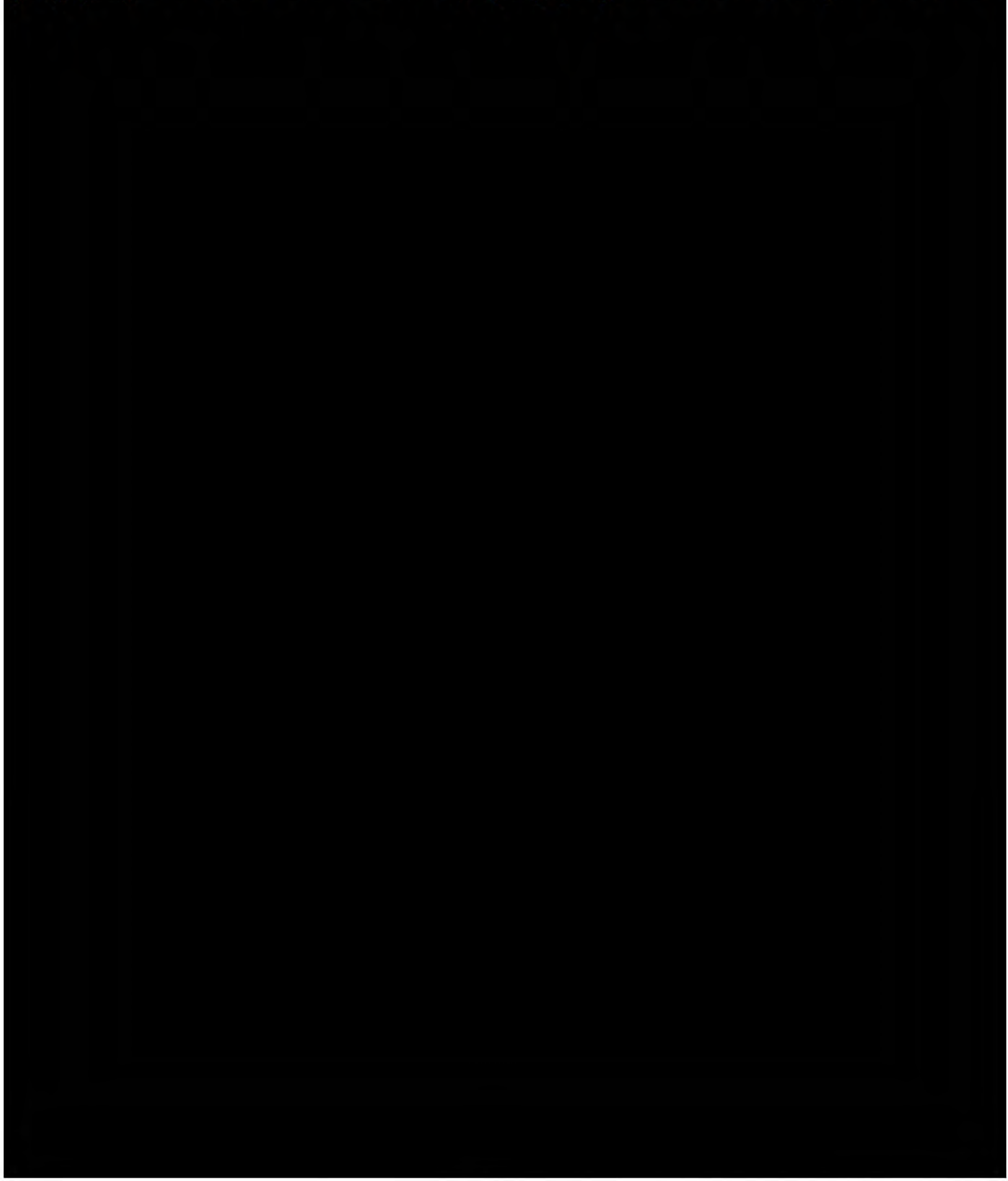
(b)(5) deliberative, (b)(5) attorney-client




(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



(b)(5) deliberative, (b)(5) attorney-client



Blake, Wendy

From: Dolph, Becky
Sent: Friday, May 05, 2017 4:10 PM
To: OGC FEAT
Cc: Blake, Wendy; Miller, Kevin; Byrd, Jonda; Hope, Brian
Subject: FW: Selected Incoming FOIAs -- week of 5/5/2017
Attachments: Selected FOIA Requests. general. 05.01.2017.docx

Attachment withheld
Ex. 5 - AC, DPP

FYI

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Dolph, Becky
Sent: Friday, May 05, 2017 4:09 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Konkus, John <konkus.john@epa.gov>; Freire, JP <Freire.JP@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Selected Incoming FOIAs -- week of 5/5/2017

The Agency received 256 FOIA requests from 4/29/2017 – 5/5/2017. The 57 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Blake, Wendy

From: Dolph, Becky
Sent: Thursday, June 08, 2017 11:57 AM
To: Blake, Wendy
Subject: Fwd: FOIA Initiative.docx
Attachments: FOIA Initiative.docx; ATT00001.htm Attachment withheld Ex. 5 DPP

Sent from my iPhone

Begin forwarded message:

From: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Date: June 8, 2017 at 11:06:59 AM EDT
To: "Dolph, Becky" <Dolph.Becky@epa.gov>
Subject: FOIA Initiative.docx

Steve asked me to put together a proposal to address the concerns expressed on Wednesday, regarding FOIA. This is just a thought piece and please edit as you seem appropriate. No pride of authorship here.

Please take a look and give me your comments today. Steve wanted something by Friday, if possible and I may be out not available on Friday. Not sure on that yet, but it is my current plan.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Blake, Wendy

From: Dolph, Becky
Sent: Monday, June 12, 2017 9:56 AM
To: Moser, Rebecca; Byrd, Jonda; Gottesman, Larry
Cc: Blake, Wendy
Subject: Informal Process for FOIA Awareness Reviews - 06-09-2017. dolph comments.docx.docx
Attachments: Informal Process for FOIA Awareness Reviews - 06-09-2017. dolph comments.docx.docx

Attachments Withheld Ex. 5 - DPP

Hi all – attached are my comments.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Blake, Wendy

From: Dolph, Becky
Sent: Thursday, June 15, 2017 3:18 PM
To: Minoli, Kevin
Cc: Blake, Wendy
Subject: FOIA Awareness Review papers from OEI
Attachments: FOIA Initiative.docx; FW: FOIA Initiative.docx

Attachment withheld Ex. 5 - DPP

Per our conversation, attached is Larry's first stab and Rebecca's redo.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Blake, Wendy

From: Moser, Rebecca
Sent: Sunday, June 11, 2017 4:15 PM
To: Dolph, Becky; Gottesman, Larry
Cc: Byrd, Jonda
Subject: FW: FOIA Initiative.docx
Attachments: Informal Process for FOIA Awareness Reviews - 06-09-2017.docx; FOIA Initiative.docx

Attachment withheld Ex. 5 DPP

Larry & Becky:

Please see the attached rewrite of a draft *Informal Process for FOIA Awareness Reviews* (2nd file above). I've also attached the previous version that Larry provided for reference, if needed.

A few key points about this draft:

(b)(5) deliberative



See what you think . . . and then let's touch base before the Monday noon meeting, if possible. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Thursday, June 08, 2017 3:14 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: FW: FOIA Initiative.docx

Becky hope to get something back later tonight.

Larry

From: Gottesman, Larry

Sent: Thursday, June 08, 2017 11:07 AM

To: Dolph, Becky <Dolph.Becky@epa.gov>

Subject: FOIA Initiative.docx

Steve asked me to put together a proposal to address the concerns expressed on Wednesday, regarding FOIA. This is just a thought piece and please edit as you seem appropriate. No pride of authorship here.

Please take a look and give me your comments today. Steve wanted something by Friday, if possible and I may be out not available on Friday. Not sure on that yet, but it is my current plan.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)

202-689-4588 (Mobile)

Blake, Wendy

From: Blake, Wendy
Sent: Thursday, July 06, 2017 1:31 PM
To: Dolph, Becky
Subject: Fw: Discussion of Draft Non-FEAT FOIAs SOPs
Attachments: Complex FOIAs Practice Pointers and Tips - DRAFT - FOR FEAT-ILPG Review.pdf

Attachment withheld Ex. 5 - DPP, AC

From: Rementer, Nicole
Sent: Tuesday, April 11, 2017 8:18 AM
To: Albright, Scott; Hammitt, Jennifer; Kaminer, Joan; Kelly, Lynn; Margolis, Alan; Nguyen, Quoc; Pickell, Casey; Schwarz, Matthew; Shapiro, Melissa; Stilp, Mark; Bermes, Peter; Clarke, Victoria; Moumbleaux, Joan; Walker, Denise
Cc: Miller, Kevin; Dolph, Becky; Blake, Wendy
Subject: RE: Discussion of Draft Non-FEAT FOIAs SOPs

Good morning!

ILPG Team—Wendy asked me to ping you guys this morning, since you've been working hard on a litigation filing deadline, to see if you're on track to discuss on Thursday. Let me know if Thursday is no longer feasible for your team.

Thanks,
Nicole

Nicole M. Rementer
Attorney-Adviser | FOIA Expert Assistance Team (FEAT)
U.S. Environmental Protection Agency | Office of General Counsel
7340K WJCN | 202.564.3692

-----Original Appointment-----

From: Rementer, Nicole
Sent: Thursday, April 06, 2017 4:34 PM
To: Rementer, Nicole; Albright, Scott; Hammitt, Jennifer; Kaminer, Joan; Kelly, Lynn; Margolis, Alan; Nguyen, Quoc; Pickell, Casey; Schwarz, Matthew; Shapiro, Melissa; Stilp, Mark; Bermes, Peter; Clarke, Victoria; Moumbleaux, Joan; Walker, Denise
Cc: Miller, Kevin; Dolph, Becky; Blake, Wendy
Subject: Discussion of Draft Non-FEAT FOIAs SOPs
When: Thursday, April 13, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN7428/DC-Ariel-Rios-OGC

Good afternoon ILPG and FEAT!

Attached please find in pdf the First Draft of the Non-FEAT FOIAs SOPs. Please take a look because I think we are at a good place in the drafting phase to share amongst the two offices and not only comment on the content, but also come to a consensus about the document's direction.

I have reserved WJCN 7428 for the above block of time, so those of you who would like to discuss the draft in person or via phone have the opportunity to do so. Please let me know if you would like to participate by phone, so I can know whether we need a conference dial in.

For those of you who would prefer to comment directly to me, I only ask that you submit your comments before 11:00am on April 13th, so I can share those comments with our teams for discussion at the in-person/phone meeting.

(b)(5) deliberative

Please bring up comments of any kind! This document will be of greatest value to our clients with maximum collaboration!

If you have any questions or concerns, please do not hesitate to contact me. I look forward to a robust discussion!

Nicole

Nicole M. Rementer

Attorney-Adviser | FOIA Expert Assistance Team (FEAT)

U.S. Environmental Protection Agency | Office of General Counsel

7340K WJCN | 202.564.3692

rementer.nicole@epa.gov

Blake, Wendy

From: Dolph, Becky
Sent: Thursday, July 06, 2017 2:54 PM
To: Blake, Wendy
Subject: FW: Complex FOIAs: Practice Pointers & Tips - First Draft
Attachments: Complex FOIAs Practice Pointers & Tips FIRST DRAFT (5-1-17).docx

Attachment withheld Ex. 5 - DPP, AC

The email you forwarded was the original draft. Attached is the version that came out of the discussions of our two groups.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Dolph, Becky
Sent: Monday, May 01, 2017 7:16 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Subject: FW: Complex FOIAs: Practice Pointers & Tips - First Draft

FYI – I will start looking at this tomorrow. thanks.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Rementer, Nicole
Sent: Monday, May 01, 2017 7:01 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Complex FOIAs: Practice Pointers & Tips - First Draft

Becky:

As promised, here is the first draft of the COMPLEX FOIAs: PRACTICE POINTERS & TIPS.

(b)(5) deliberative

I hope this is the substantive draft you're seeking. I look forward to the comments and discussions!

Nicole

Nicole M. Rementer
Attorney-Adviser | FOIA Expert Assistance Team (FEAT)
U.S. Environmental Protection Agency | Office of General Counsel
7340K WJCN | 202.564.3692
rementer.nicole@epa.gov

Blake, Wendy

From: Dolph, Becky
Sent: Monday, July 24, 2017 12:32 PM
To: OGC FEAT; OGC GLO ILPG
Cc: Baptist, Erik; Schwab, Justin; Fotouhi, David; OGC HQ ADDs; OGC RCs and DRCs; Albores, Richard
Subject: AO FOIA Centralization Pilot Project
Attachments: AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx; AO FOIA Centralization Project. Qs and As. 07.21.2017.docx

Below is an exciting new project that the FEAT will be undertaking with the Office of the Administrator. The Chief of Staff asked Kevin, Steve Fine, Samantha Dravis, Troy Lyons, Liz Bowman and Brian Hope to disseminate this information today, so I am sending on Kevin's behalf.

Please let me know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

MEMORANDUM

FROM: Kevin S. Minoli, Acting General Counsel
TO: FOIA Expert Assistance Team Office
General Law Office/Information Law Practice Group
SUBJECT: AO FOIA Centralization Pilot Project

Our office has been asked by the Chief of Staff to participate in a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR).

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017 all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189% over a 5-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the Agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team (FEAT), will work together to meet this unprecedented need. Below is information regarding the pilot.

Attached you will find a description of the project as well as a questions and answers document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments

- AO FOIA Centralization Pilot Project Description
- Questions and Answers for Employees

Blake, Wendy

From: Dolph, Becky
Sent: Friday, August 25, 2017 6:05 PM
To: OGC FEAT
Cc: Blake, Wendy; Youngblood, Charlotte; Miller, Kevin; Hope, Brian; Moser, Rebecca; Byrd, Jonda; Gottesman, Larry
Subject: FW: Selected incoming FOIAs -- week of 8/21/2017
Attachments: Selected FOIA Requests. general. 08.21.2017.docx

Attachment withheld Ex. 5 -AC,
DPP

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Dolph, Becky
Sent: Friday, August 25, 2017 6:04 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Selected incoming FOIAs -- week of 8/21/2017

The Agency received 213 FOIA requests from 8/19/2017 – 8/25/2017. The 41 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Blake, Wendy

From: Dolph, Becky
Sent: Monday, August 28, 2017 10:20 AM
To: Nguyen, Quoc
Cc: Blake, Wendy; Schwarz, Matthew
Subject: FW: Toolkit: 2C and 4B-E
Attachments: Toolkit 2C Fees.docx; Toolkit 4B-E.docx Attachment withheld Ex 5 - DPP, AC

Thanks Matt.

Quoc – can you please add these to the SharePoint site Wendy and I are using for Toolkit doc review? Thanks.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Schwarz, Matthew
Sent: Monday, August 28, 2017 9:52 AM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Toolkit: 2C and 4B-E

Hi Wendy and Becky-

Attached are my draft toolkit sections.

Thanks!
Matt

Matthew Schwarz
Attorney-Advisor
Office of General Counsel | General Law Office | Information Law Practice Group
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (Mail Code 2377A)
Washington, DC 20460
202-564-5654

Blake, Wendy

From: Blake, Wendy
Sent: Monday, August 28, 2017 12:32 PM
To: Hammitt, Jennifer
Cc: Youngblood, Charlotte
Subject: Could you review and propose some revisions to the attached
Attachments: draft email.foia.docx Attachment withheld Ex. 5 DPP, AC

It's a draft email to the litigating FOIA team re: awareness reviews. I will also try to find the email that Charlotte sent as an awareness review.

Note the attached is derived from FEAT samples.

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

Blake, Wendy

From: Blake, Wendy
Sent: Monday, August 28, 2017 12:34 PM
To: Hammitt, Jennifer
Cc: Youngblood, Charlotte
Subject: FW: FOIA Awareness - Presidential Transition Request Production

Here's the awareness review that Charlotte sent. Again, I premised my very rough draft that I just sent you on FEAT's language.

(b)(5) deliberative

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Youngblood, Charlotte
Sent: Thursday, August 24, 2017 5:53 PM
To: OGC Immediate Office Support <OGCFrontOfficeSupportStaff@epa.gov>
Cc: Schramm, Daniel <Schramm.Daniel@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>
Subject: FW: FOIA Awareness - Presidential Transition Request Production

(b)(5) deliberative

Thanks,

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel

U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

Blake, Wendy

From: Youngblood, Charlotte
Sent: Monday, August 28, 2017 12:36 PM
To: Hammitt, Jennifer; Blake, Wendy
Subject: FW: FOIA Awareness - Presidential Transition Request Production
Attachments: Draft Third Floor Awareness Communication_8.23.17.docx Attachment withheld Ex. 5 - DPP, AC

(b)(5) deliberative

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

From: Youngblood, Charlotte
Sent: Thursday, August 24, 2017 5:53 PM
To: OGC Immediate Office Support <OGCFrontOfficeSupportStaff@epa.gov>
Cc: Daniel Schramm (Schramm.Daniel@epa.gov) <Schramm.Daniel@epa.gov>; Wendy Blake (Blake.Wendy@epa.gov) <Blake.Wendy@epa.gov>
Subject: FW: FOIA Awareness - Presidential Transition Request Production

Please include the following message and attachments in Elise and Kevin's binders (I'm not sure which of them would like to review – we would typically route this material to Elise, but Kevin was present at our hot issues last week, where this was discussed while Elise was out).

Please see the attached materials for "awareness review." These are slated to be part of the first production in the NRDC case regarding presidential transition materials (Dan Schramm, cc'd here, is lead attorney on this case). This production is slated to be sent out the door August 31 (this is not a court-ordered deadline, but it was articulated to the Court as justification for extending the date of a scheduling conference). These documents have already been reviewed by OP staff, up to and including Shannon Kenny.

Following the FEAT procedures for third floor awareness review, we intend to send these documents for a similar awareness review to the third floor on Monday, unless you let us know that other interim steps should be taken? Our planned recipient list for Monday's review is: Ryan Jackson, Samantha Dravis (OP has lead on this FOIA), Brian Hope, Liz Bowman.

Thanks,

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

(b)(5) attorney work product, (b)(5) deliberative



(b)(5) attorney work product, (b)(5) deliberative



Blake, Wendy

From: Dolph, Becky
Sent: Monday, August 28, 2017 12:44 PM
To: Blake, Wendy; Youngblood, Charlotte
Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Minoli, Kevin
Sent: Monday, August 28, 2017 12:31 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

Blake, Wendy

From: Youngblood, Charlotte
Sent: Monday, August 28, 2017 12:45 PM
To: Schramm, Daniel
Cc: Hammitt, Jennifer; Blake, Wendy
Subject: FW: FOIA Awareness - Presidential Transition Request Production

Dan,

I spoke with Wendy this morning, and, moving forward, we will send these messages directly to the "full listserve" all at once, rather than sending first to our front office. It turns out the full listserve is also broader than what you and I had initially suggested including. The full listserve, as I understand it, should be: Ryan Jackson, Liz Bowman, Amy Graham, Troy Lyons, Samantha Dravis, Kevin Minoli, Elise Packard, Erik Baptiste, Justin Schwab, David Fotouhi, Nancy Grantham, Michelle Pirzadeh and Sarah Greenwalt.

(b)(5) attorney work product, (b)(5) deliberative



Let me know if you have questions or need additional help. Copying Wendy and Jennifer here in case they have something to add/clarify about the process.

Thanks!

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

From: Youngblood, Charlotte
Sent: Thursday, August 24, 2017 5:53 PM
To: OGC Immediate Office Support <OGCFrontOfficeSupportStaff@epa.gov>
Cc: Daniel Schramm (Schramm.Daniel@epa.gov) <Schramm.Daniel@epa.gov>; Wendy Blake (Blake.Wendy@epa.gov) <Blake.Wendy@epa.gov>
Subject: FW: FOIA Awareness - Presidential Transition Request Production

Please include the following message and attachments in Elise and Kevin's binders (I'm not sure which of them would like to review – we would typically route this material to Elise, but Kevin was present at our hot issues last week, where this was discussed while Elise was out).

Please see the attached materials for "awareness review." These are slated to be part of the first production in the NRDC case regarding presidential transition materials (Dan Schramm, cc'd here, is lead attorney on this case). This

production is slated to be sent out the door August 31 (this is not a court-ordered deadline, but it was articulated to the Court as justification for extending the date of a scheduling conference). These documents have already been reviewed by OP staff, up to and including Shannon Kenny.

Following the FEAT procedures for third floor awareness review, we intend to send these documents for a similar awareness review to the third floor on Monday, unless you let us know that other interim steps should be taken? Our planned recipient list for Monday's review is: Ryan Jackson, Samantha Dravis (OP has lead on this FOIA), Brian Hope, Liz Bowman.

Thanks,

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

Blake, Wendy

From: Hammitt, Jennifer
Sent: Monday, August 28, 2017 12:48 PM
To: Blake, Wendy
Cc: Youngblood, Charlotte
Subject: RE: Could you review and propose some revisions to the attached
Attachments: draft email.foia.docx Attachment withheld Ex. 5 DPP, AC

With attachment.

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

From: Hammitt, Jennifer
Sent: Monday, August 28, 2017 12:47 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>
Cc: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: RE: Could you review and propose some revisions to the attached

Wendy and Charlotte – attached please find my quick comments. Thanks!

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

From: Blake, Wendy
Sent: Monday, August 28, 2017 12:32 PM
To: Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Cc: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: Could you review and propose some revisions to the attached

It's a draft email to the litigating FOIA team re: awareness reviews. I will also try to find the email that Charlotte sent as an awareness review.

Note the attached is derived from FEAT samples.

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel

U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

Blake, Wendy

From: Blake, Wendy
Sent: Monday, August 28, 2017 12:52 PM
To: Youngblood, Charlotte; Hammitt, Jennifer
Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

IMPT – please see below

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Dolph, Becky
Sent: Monday, August 28, 2017 12:44 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Minoli, Kevin
Sent: Monday, August 28, 2017 12:31 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

Blake, Wendy

From: Hammitt, Jennifer
Sent: Monday, August 28, 2017 12:58 PM
To: Blake, Wendy; Youngblood, Charlotte
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m
Attachments: draft email.foia.docx Attachment withheld Ex. 5 DPP, AC

Thanks, I updated the draft. See attached.

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

From: Blake, Wendy
Sent: Monday, August 28, 2017 12:52 PM
To: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

IMPT – please see below

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Dolph, Becky
Sent: Monday, August 28, 2017 12:44 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Minoli, Kevin

Sent: Monday, August 28, 2017 12:31 PM

To: Dolph, Becky <Dolph.Becky@epa.gov>

Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>

Subject: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Kevin S. Minoli

Acting General Counsel

Office of General Counsel

US Environmental Protection Agency

Main Office Line: 202-564-8040

Blake, Wendy

From: Blake, Wendy
Sent: Monday, August 28, 2017 2:44 PM
To: Hammitt, Jennifer; Youngblood, Charlotte
Cc: Dolph, Becky
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Jennifer – I made some additional edits to the document in the one drive. Charlotte – Can you take a quick look at the draft, since I wasn't at the hot issues meeting.

Finally, Jennifer – Can you let Becky review the attached? I want to ensure I have the process correct. Many thanks –

Becky – You will be getting access soon to review a document we plan to send to ILPG on awareness review. Would you mind taking a quick look to ensure we have captured the process your office uses.

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Hammitt, Jennifer
Sent: Monday, August 28, 2017 12:58 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Thanks, I updated the draft. See attached.

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

From: Blake, Wendy
Sent: Monday, August 28, 2017 12:52 PM
To: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

IMPT – please see below

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Dolph, Becky
Sent: Monday, August 28, 2017 12:44 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Minoli, Kevin
Sent: Monday, August 28, 2017 12:31 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

Blake, Wendy

From: Dolph, Becky
Sent: Monday, August 28, 2017 3:02 PM
To: Blake, Wendy; Hammitt, Jennifer; Youngblood, Charlotte
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Will do

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Blake, Wendy
Sent: Monday, August 28, 2017 2:44 PM
To: Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Jennifer – I made some additional edits to the document in the one drive. Charlotte – Can you take a quick look at the draft, since I wasn't at the hot issues meeting.

Finally, Jennifer – Can you let Becky review the attached? I want to ensure I have the process correct. Many thanks –

Becky – You will be getting access soon to review a document we plan to send to ILPG on awareness review. Would you mind taking a quick look to ensure we have captured the process your office uses.

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Hammitt, Jennifer
Sent: Monday, August 28, 2017 12:58 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Thanks, I updated the draft. See attached.

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

From: Blake, Wendy
Sent: Monday, August 28, 2017 12:52 PM
To: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

IMPT – please see below

Wendy L. Blake
Associate General Counsel
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Office of General Counsel
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From: Dolph, Becky
Sent: Monday, August 28, 2017 12:44 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Minoli, Kevin
Sent: Monday, August 28, 2017 12:31 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

Blake, Wendy

From: Hammitt, Jennifer
Sent: Monday, August 28, 2017 3:16 PM
To: Blake, Wendy; Youngblood, Charlotte
Cc: Dolph, Becky
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m
Attachments: draft email.foia.docx Attachment withheld Ex. 5 - DPP, AC

Hi all – attached is the current version with Wendy’s comments and our edits. Thanks!

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
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From: Blake, Wendy
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Cc: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

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Wendy L. Blake
Associate General Counsel
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Office of General Counsel
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phone: (202) 564-1821
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Sent: Monday, August 28, 2017 12:58 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Thanks, I updated the draft. See attached.

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
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(202) 564-5097

From: Blake, Wendy
Sent: Monday, August 28, 2017 12:52 PM
To: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

IMPT – please see below

Wendy L. Blake
Associate General Counsel
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fax: (202) 564-5433

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fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Minoli, Kevin
Sent: Monday, August 28, 2017 12:31 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Kevin S. Minoli
Acting General Counsel

Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

Blake, Wendy

From: Youngblood, Charlotte
Sent: Monday, August 28, 2017 4:07 PM
To: Hammitt, Jennifer; Blake, Wendy
Cc: Dolph, Becky
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

This looks fine to me. (b)(5) deliberative. So, since Becky is weighing in here (thanks, Becky!), we should be covered.

Thanks,

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

From: Hammitt, Jennifer
Sent: Monday, August 28, 2017 3:16 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: RE: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Hi all – attached is the current version with Wendy's comments and our edits. Thanks!

Jennifer Hammitt
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U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

From: Blake, Wendy
Sent: Monday, August 28, 2017 2:44 PM
To: Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>
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Sent: Monday, August 28, 2017 12:58 PM
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Washington, DC 20460
(202) 564-5097

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Subject: FW: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

IMPT – please see below

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fyi

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Minoli, Kevin

Sent: Monday, August 28, 2017 12:31 PM

To: Dolph, Becky <Dolph.Becky@epa.gov>

Cc: Greenwalt, Sarah <greenwalt.sarah@epa.gov>

Subject: Can you please add Sarah Greenwalt to the default list of folks the FEAT sends things to for an awareness review? Thanks. n/m

Kevin S. Minoli

Acting General Counsel

Office of General Counsel

US Environmental Protection Agency

Main Office Line: 202-564-8040

Blake, Wendy

From: Dolph, Becky
Sent: Friday, September 01, 2017 4:44 PM
To: Moser, Rebecca
Cc: Blake, Wendy; Byrd, Jonda; Gottesman, Larry
Subject: Toolkit for Review
Attachments: The Life Cycle of a FOIA. 09,01.2017 Review.docx Attachment Withheld
Ex 5 - DPP, AC

Rebecca – Here at last is the toolkit for OEI review. In reviewing this document, we know the formatting, outline structure, and the like needs to be standardized, but the substance is there. We are also gathering the documents for inclusion in the Appendices and should have those ready late Tuesday.

If we could get consolidated comments from OEI that would be great. It probably would be good for you, Wendy and me to talk late Tuesday or early Wednesday morning about a review schedule. As we discussed earlier this week, we need to send this to be printed next Friday, 9/8/17.

We really appreciate your patience in getting this, but we have been doing a lot of editing on our side. While there is more to do, we think this is a good, solid draft for review.

I do want to remind you that the presentations are slated to go out for printing on Tuesday, so the earlier we can get your final big picture tweaks on those Tuesday the better.

Thanks, and have a great holiday weekend!

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Blake, Wendy

From: Dolph, Becky
Sent: Monday, August 28, 2017 6:28 PM
To: Blake, Wendy; Youngblood, Charlotte; Hammitt, Jennifer
Subject: Senior Level Awareness doc
Attachments: awareness review. GLO. BID comments.docx Attachment withheld Ex. 5 DPP, AC

All – I have a made a couple edits/comments to the document **(b)(5) deliberative**

[REDACTED]

[REDACTED]

[REDACTED]

Let me know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Blake, Wendy

From: Blake, Wendy
Sent: Monday, August 28, 2017 10:19 PM
To: Dolph, Becky; Youngblood, Charlotte; Hammitt, Jennifer
Subject: Re: Senior Level Awareness doc

Thanks.

From: Dolph, Becky
Sent: Monday, August 28, 2017 6:28 PM
To: Blake, Wendy; Youngblood, Charlotte; Hammitt, Jennifer
Subject: Senior Level Awareness doc

All – I have a made a couple edits/comments to the document. **(b)(5) deliberative**

[REDACTED]

[REDACTED]

[REDACTED]

Let me know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Blake, Wendy

From: Moser, Rebecca
Sent: Friday, September 01, 2017 5:26 PM
To: Dolph, Becky
Cc: Byrd, Jonda; Gottesman, Larry; Blake, Wendy
Subject: FW: Toolkit for Review
Attachments: The Life Cycle of a FOIA. 09,01.2017 Review.docx
Attachment withheld Ex. 5 DPP, AC

Becky:

Thanks so much. We'll review the toolkit and get back to you next week.

Rebecca

I'm still looking at the presentation materials (Lynn provided helpful
Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Dolph, Becky
Sent: Friday, September 01, 2017 4:44 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Toolkit for Review

Rebecca – Here at last is the toolkit for OEI review. In reviewing this document, we know the formatting, outline structure, and the like needs to be standardized, but the substance is there. We are also gathering the documents for inclusion in the Appendices and should have those ready late Tuesday.

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I do want to remind you that the presentations are slated to go out for printing on Tuesday, so the earlier we can get your final big picture tweaks on those Tuesday the better.

Thanks, and have a great holiday weekend!

Blake, Wendy

From: Dolph, Becky
Sent: Friday, August 25, 2017 6:05 PM
To: OGC FEAT
Cc: Blake, Wendy; Youngblood, Charlotte; Miller, Kevin; Hope, Brian; Moser, Rebecca; Byrd, Jonda; Gottesman, Larry
Subject: FW: Selected incoming FOIAs -- week of 8/21/2017
Attachments: Selected FOIA Requests. general. 08.21.2017.docx

Attachment withheld -
Ex 5 - AC, DPP

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Dolph, Becky
Sent: Friday, August 25, 2017 6:04 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Selected incoming FOIAs -- week of 8/21/2017

The Agency received 213 FOIA requests from 8/19/2017 – 8/25/2017. The 41 requests summarized in the attached file may be of interest.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Blake, Wendy

From: Blake, Wendy
Sent: Monday, August 28, 2017 12:32 PM
To: Hammitt, Jennifer
Cc: Youngblood, Charlotte
Subject: Could you review and propose some revisions to the attached
Attachments: draft email.foia.docx Attachment Withheld Ex. 5 - DPP, AC

It's a draft email to the litigating FOIA team re: awareness reviews. I will also try to find the email that Charlotte sent as an awareness review.

Note the attached is derived from FEAT samples.

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433